

WOMEN'S RESOURCE ADVISOR II

Department: Human Service

Classification: Non-Competitive

Specification Number: 1930

Approved: 2/16/23

Revised: By JG

MINIMUM QUALIFICATIONS

Either:

- a) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's degree and two years of experience in public administration, human resources, community services or a related field; or,**
- b) Graduation from a standard senior high school and six (6) years of experience as described above; or,**
- c) Two years of service as a Women's Resources Advisor I.**

DISTINGUISHING FEATURES OF THE CLASS

Under general supervision, an employee in this title supervises the operation and the support staff of the Office for Women, a resource information and referral service for women seeking assistance. Work is reviewed by an administrative supervisor through conferences and written reports. Does related work as required.

TYPICAL WORK ACTIVITIES

- Supervises the daily operation of the Office for Women;**
- Develops programs and determines priorities;**
- Oversees the work of subordinate employees in compiling listing of services and programs for the assistance to women;**
- Contacts women's organizations and service providers on behalf of the Office for Women in order to evaluate programs and opportunities offered;**
- Speaks with and refers women to various agencies and service providers as determined to meet their needs.**

KNOWLEDGE, SKILLS, ABILITIES and PERSONAL CHARACTERISTICS

Good knowledge of programs offered by public and private agencies for the assistance of women; good knowledge of the problems faced by women; ability to communicate effectively, both orally and in writing; ability to supervise employees in a manner conducive to full performance and high morale; ability to assess needs and offer appropriate assistance. Good judgement; tact; physical condition commensurate with the demands of the position.