

DEPARTMENT: EMPLOYMENT & TRAINING
CLASSIFICATION: NON-COMPETITIVE
APPROVED: NOVEMBER 23, 2010

FLSA Status: Exempt/Executive 1/4/2010

EMPLOYMENT & TRAINING PROGRAM DIRECTOR I

DISTINGUISHING FEATURES OF THE CLASS: This is an important administrative position involving responsibility for developing, directing and implementing a comprehensive local Employment & Training Program. The incumbent directs the planning, coordination and administration of a wide variety of local Employment & Training Program operations. Direction over the Program involves relating applicable fiscal, economic and technical information to Program plans in order to upgrade and improve job skills of unemployed, under-employed and economically disadvantaged agency clients and to improve the total employment opportunities of the municipality. The duties of this administrative position involve the coordination of a variety of Federal program activities to maximize the Department's success and efficiency. The work is performed under administrative direction from the Niagara County Manager and wide leeway is allowed for the exercise of independent judgment in carrying out the objectives of the Program. Administrative supervision is exercised over the work of all department staff employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Oversees, coordinates and directs the planning, development and implementation of an Employment & Training Program for the County;
2. Negotiates and directs the preparation and execution of contracts and agreements with representatives of training or educational institutions, private industry and Federal, State and local governments in order to provide program services for clients;
3. Plans, oversees and supervises the development of procedures for reviewing, analyzing and evaluating various component segments of the municipality's Employment & Training Program;
4. Provides technical interpretation and assistance to appropriate County officials and the Workforce Investment Board regarding Federal, State and local rules and regulations governing the agency's Program;
5. Prepares a wide variety of records and reports;
6. Establishes and interprets policies and procedures for all Employment & Training projects and components undertaken by the department;
7. Establishes and maintains liaison with representatives of government agencies, private industry, labor and non-profit organizations in order to facilitate understanding, acceptance and/or participation in Employment & Training Program activities;
8. Oversees and directs assessment of the impact of technological change in industry, specific occupational skills and/or job requirements, to determine the potential impact on the employment needs of the community, and to facilitate the implementation of changes or additions of agency training programs;
9. Reviews the results of economic or demographic studies and analysis of the labor opportunities for agency clients;
10. Recommends Employment & Training policies and programs to appropriate County officials;
11. Keeps abreast of Federal, State and local policy, rule and regulation changes which may affect the agency's Program;
12. Oversees and directs the preparation and implementation of a management information reporting and monitoring system;
13. Directs the development of methods and procedures necessary for monitoring, analyzing, and evaluating program effectiveness and success;
14. Oversees the planning and preparation of special studies and reports on Employment & Training trends and problems;
15. Speaks to various groups in the community about the goals and objectives of the Employment & Training Department and generally disseminates information to the public with bulletins, news releases and contact with the media.

CONTINUED

EMPLOYMENT & TRAINING PROGRAM DIRECTOR I CONTINUED

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of labor and poverty economics and social science concepts related to poverty and unemployment; thorough knowledge of local occupational conditions and trends; good knowledge of concepts and methods used in the development and maintenance of management information systems; working knowledge of the legal environment of public administration; comprehensive knowledge of the principles, practices, and techniques of administrative supervision; ability to establish and maintain an effective working relationship with clients, private and governmental agencies and labor groups; ability to prepare or supervise the preparation of complex and detailed records and reports; skill in analyzing and interpreting data and information related to the Employment & Training Programs; ability to express oneself effectively both orally and in writing; ability to understand oral and written directions; tact; courtesy; integrity; sound professional judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma **AND** one of the following:

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in public or business administration, industrial or labor relations, economics or political science, social science, human resources or related field, **and** six (6) years of full-time paid experience in employment program planning, development and analysis; personnel counseling or placement; public or business administration; economics; labor relations; or related field. Three (3) years of the required experience must have been in a supervisory capacity; **OR**
2. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree with at least six (6) credit hours in public or business administration, industrial or labor relations, economics or political science, social science, human resources or related field, **and** eight (8) years of full-time paid experience in employment program planning, development and analysis; personnel counseling or placement; public or business administration; economics; labor relations; or related field. Three (3) years of the required experience must have been in a supervisory capacity; **OR**
3. Twelve (12) years of full-time paid experience in employment program planning, development and analysis; personnel counseling or placement; public or business administration; economics; labor relations; or related field. Three (3) years of the required experience must have been in a supervisory capacity.

NOTE: Supervisory experience must be an integral part of the job, not incidental or occasional and is characterized by the close and immediate supervision of permanently assigned employees, on a regular, ongoing basis. "Lead worker" or "shift supervisor" experience will not be accepted.