

**EXECUTIVE DIRECTOR TO THE BROOME-TIOGA
WORKFORCE DEVELOPMENT BOARD**

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position responsible for providing leadership and support to the Broome-Tioga Workforce Development Board and acts as liaison between the Board and Broome County government. The incumbent acts within the policies established by the County Executive and the Broome-Tioga Workforce Development Board. The Executive Director provides technical interpretation and assistance to the Broome-Tioga Workforce Development Board as it carries out its mission of creating and maintaining a work force system in Broome and Tioga Counties. The incumbent assists the Board in developing and implementing policies and programs that improve the quality of the workforce, increase career opportunities for individuals, and enhance the productivity of business in the two county area. Does related duties as required.

TYPICAL WORK ACTIVITIES:

Develops and maintains community and public relations programs to promote the mission of the Board;

Identifies critical decision points; researches issues with partners and assists the Board in reaching working solutions for Workforce Investment Act (WIA) implementation, business services and training/education programming;

Ensures full Board membership, in compliance with federal regulations;

Identifies and /or responds to the technical assistance needs of the Board and arranges assistance as needed.

Develops and analyzes data; prepares and delivers reports on Board and system activities to County Legislatures and Chief Elected Officials;

Assists the Board in accessing funds for Board and system activities as identified by the Board Committees; writes, administers, and monitors grants.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of techniques used to gather data for statistical analysis;

Thorough knowledge of local occupational conditions and trends;

Good knowledge of Federal and State aid or grant programs available for the County;

Good knowledge of public relations methods and techniques;

Good knowledge of modern methods, practices and procedures used in public administration

Ability to plan and conduct meetings;

Ability to establish and maintain an effective working relationship with area economic development agencies as well as private industry and governmental agencies in matters relating to the enhancement of business in Broome and Tioga counties;

Ability to express oneself clearly and concisely, both orally and in writing;

Ability to understand complex oral and written direction;

Ability to develop complex planning studies, and prepare analyses, recommendations and revisions;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and four years experience in public or business administration, economic development; employment program planning, development and analysis; or labor relations, two of which were in a supervisory capacity; or
- b) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in public or business administration, economics, or labor relations and two years of supervisory experience in public or business administration, economic development; employment program planning, development and analysis; or labor relations; or
- c) An equivalent combination of training and experience as indicated in a) and b) above.