

SABA SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: The SABA Specialist is responsible for assisting in the Broome-Tioga regional operation of the SABA program: (The School and Business Alliance program). This work includes the planning, development, and implementation of partnerships between the business community and local schools. The incumbent provides leadership and a public relations link to solicit local businesses for career internships and job opportunities for students. The SABA Specialist receives general supervision from the SABA Director. The SABA Specialist does not have supervisory responsibilities. Does related work as required.

TYPICAL WORK ACTIVITIES:

Establishes contacts and maintains liaisons;
Provides program information to school and business representatives;
Prepares and executes partnership agreements between educational institutions and private industry;
Provides career development workshops and programs;
Coordinates and facilitates workforce readiness;
Visits program sites to evaluate progress;
Keeps records and writes reports on program goals and progress;
Creates awareness for the need of this program through publicity and promotional efforts.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of SABA policies and goals;
Good knowledge of the local business community;
Good knowledge of the local education community;
Ability to develop positive working relationships with business representatives and school representatives;
Ability to promote and publicize the program;
Ability to communicate effectively both orally and in writing;
Ability to effectively present information to small groups;
Ability to motivate others;
Good organizational skills;
Self-disciplined;
Self-motivated;
Dependable;
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 Bachelors Degree in public or business administration, education, human services, or related field and one year experience in employment

- program planning, personnel counseling or personnel management; OR
- B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in public or business administration, education, human services or related field and three years experience as indicated above; OR
- C) Graduation from high school or possession of an equivalency diploma and five years experience as indicated above; OR
- D) Any equivalent combination of training and experience as indicated in A), B) and C) above.