

## **EMPLOYMENT AND TRAINING DIRECTOR I**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for directing and administering the planning, coordination and administration of a wide variety of local employment and training operations of considerable size and complexity. Direction over an Employment and Training Agency involves relating applicable fiscal, economic and technical information to program plans in order to upgrade and improve job skills of unemployed agency clients, and to improve the total employment opportunities of the area served. The duties of this administrative position involves the coordination of a variety of Federal programs to maximize the Agency's success and efficiency. The work is performed under the administrative direction with wide leeway permitted for the exercise of independent judgment in carrying out the objectives of the program. Administrative supervision is exercised over the work of all agency employees. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Oversees, coordinates, and directs the planning, development, and implementation of an Employment and Training Program for the county;

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;

Plans, oversees, and supervises the development of procedures for reviewing, analyzing, and evaluating various component segments of the county's Employment and Training Program;

Provides technical interpretation and assistance to County officials and the Private Industry Council regarding Federal, State, and local rules and regulations governing the agency's Program;

Prepares a wide variety of records and reports;

Oversees and directs all administrative details of agency operation to insure compliance with Federal, State and local rules, regulations and policies;

Establishes and interprets policies and procedures for all Employment and Training projects and components undertaken by the agency;

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 and Training Agency activities;

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 to agency training programs;

Reviews the results of economic or demographic studies and analyses of the labor force to determine occupations which would

provide maximum employment opportunities for agency clients;  
Recommends Employment and Training policies and programs to appropriate County officials;  
Keeps abreast of Federal, State, and local policy, rule, and regulation changes which may affect the agency's Program;  
Oversees and directs the preparation and implementation of a management information reporting and monitoring system;  
Directs the development of methods and procedures necessary for monitoring, analyzing, and evaluating program effectiveness and success;  
Oversees the planning and preparation of special studies and reports, and Employment and Training trends and problems;  
Speaks to various groups in the community about the goals and objectives of the Employment and Training Agency and generally disseminates information to the public with bulletins, news releases, and contact with the media.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Comprehensive knowledge of labor and poverty economics and social science concepts related to poverty and unemployment;  
Thorough knowledge of the principles, practices, and techniques of administration and administrative supervision;  
Thorough knowledge of local occupational conditions and trends;  
Good knowledge of concepts and methods used in the development and maintenance of management systems;  
Working knowledge of the legal environment of public administration;  
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 and Training Agency Programs;  
Ability to express oneself effectively both orally and in writing;  
Ability to understand oral and written directions;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree in public or business administration, industrial or labor relations, economics, political science, social or behavioral science, human resources or related field, and four years of experience in employment program planning, development and analysis, personnel counseling or placement, public or business administration, economics or labor relations, or related field (two years of this experience must have been in a supervisory capacity); OR

- B) Ten years of full-time experience in the areas in A) (two years of which must have been in a supervisory capacity); OR
- C) An equivalent combination of training and experience as defined within the limits of A) and B) above.

NOTE:Two years of supervisory experience is required. Post high school education training in the area as defined in A) can be substituted for non-supervisory experience on a year-for-year basis. Individuals having neither a high school diploma nor a high school equivalency diploma must possess the full ten years of required experience.

NOTE:Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

**SPECIAL REQUIREMENT:** Incumbents in this position are required by the County Legislature to reside within the County of Broome, OR an adjoining county (TIOGA, CORTLAND, DELAWARE OR CHENANGO) at all times during their employment in the title.

Neither the Administrative Code nor Broome County Charter references minimum qualifications for this position.

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Jurisdictional Classification: Non-competitive