

ASSISTANT DIRECTOR - OFFICE OF EMPLOYMENT AND TRAINING
(CONTRACT DEVELOPMENT)

GENERAL STATEMENT OF DUTIES: Assists the Director - Office of Employment and Training in implementing federally funded manpower programs with specific responsibility for the Bureau of Contract Development; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Director- Office of Employment and Training, this class is responsible for assisting in the development, direction, evaluation and administration of CETA operations for the Westchester - Putnam Manpower Consortium with specific responsibility for insuring that participants become job ready in order that they can obtain and retain unsubsidized employment. To achieve this goal this class supervises the efforts of selecting, negotiating and contracting community based organizations and local education agencies to provide formalized training programs and/or on-the-job training for participants. Supervision is exercised through subordinate supervisors over a substantial number of employees.

EXAMPLES OF WORK: (Illustrative Only)

Develops and implements program goals, objectives, methods and procedures for contract development;

Directs and evaluates the operations of the Contract Development and Support Section which evaluates subgrantee agency performance and new proposals;

Develops corrective action strategies to resolve program deficiencies and arranges for technical assistance to enhance subgrantee prospects for success;

Formulates, in conjunction with the administrative staff of the office, local policies, systems, rules and procedures designed to enhance program success and compliance with federal mandates;

Periodically informs, both in writing and orally, subgrantee agencies, the Man-power Advisory Council and the United States Department of Labor of the progress and performance of assigned program areas;

Advises subordinates of changes in policies, procedures and laws insuring that they are effectively integrated into ongoing operations.

REQUIRED KNOWLEDGES, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of appropriate federal and local laws, regulations, policies, agreements and procedures as they relate to area of assignment; good knowledge of the principles and techniques of contract negotiations; good knowledge of the principles and techniques of effective supervision; ability to identify program problem areas and critical factors and to develop realistic solutions; ability to develop necessary procedures to effectively integrate program changes with ongoing operations; ability to plan, direct and evaluate the work of assigned personnel; ability to support recommendations and findings both orally and in writing with operating and other affected staff; ability to establish and maintain effective relationships; resourcefulness; integrity; initiative; sound judgment; tact; good health.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Completion of two years of study from a recognized college or university* and either (a) six years experience involving either manpower planning, research, contract negotiations, public administration, business administration, program administration/development, or the monitoring of contract compliance; or (b) graduation from a recognized college or university with a Bachelor's degree* and four years experience as stated in (a); or (c) a satisfactory equivalent combination of the foregoing training and experience.

NOTE: Two years of verifiable volunteer experience in one of the above stated areas may be substituted for one year of paid experience not to exceed four years of the required experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution