

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

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Deputy Commissioner of Social Services, an incumbent of this position is responsible for marketing employment programs and services to employers of local businesses and corporations for the purpose of establishing cooperative partnerships in developing appropriate job opportunities for family assistance customers. An incumbent in this position works in cooperation with employers, local service organizations and case managers to provide necessary information, assistance and follow-up activities to ensure successful placement and retention of participants. To achieve this goal, incumbents conduct labor market analyses, which are critical to the planning process and designed to gather essential information regarding employment outlooks and business and occupational trends, within the area served. Supervision is exercised over a small number of personnel.

EXAMPLES OF WORK: (Illustrative Only)

Develops and implements program goals, objectives, methods and procedures for job development, job placement and retention of Welfare -to-Work customers;

Works in cooperation with employers of local business and industry to develop channels and opportunities for the employment and/or development of enrollees in their workforce;

Meets with representatives of the business community to create a pool of potential employers for participants;

Maintains a close cooperative relationship with the New York State Employment Services and other public and private community agencies to provide employment referral and placement services;

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, state, and local mandates;

Coordinates and oversees the job placement and development activities of selected agencies;

Designs and supervises the conduct of studies for the purpose of gathering labor market information and trends;

Reviews and evaluates programs on an on-going basis to make recommendations for changes to improve program success;

Attends employer focused events such as: job fairs, roundtable discussions and outreach programs to promote participation in the Welfare-to-Work program;

EXAMPLES OF WORK: (Cont'd.)

Coordinates the development of promotional materials to be used for presentations;

Provides educational training to staff in program goals and objectives;

Compiles reports and follow-up data as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of Federal State and local labor laws, regulations, and procedures as they relate to job development; good knowledge of state and local economic development activities and contracts; good knowledge of the employment conditions and trends of the local labor market; good knowledge of workforce development systems, partnerships and community service delivery networks; good knowledge of the methods and techniques utilized in the development, planning and implementation of employment programs; ability to plan, direct and evaluate the work of assigned staff; 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 communicate effectively both orally and in writing; ability to establish and maintain effective work relationships; ability to elicit the cooperation of business executives and management personnel; ability to communicate effectively both orally and in writing; sound judgment; tact; discretion; initiative; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized college or university with a Bachelor's Degree\* and four years experience in personnel interviewing, recruitment, placement, manpower planning or training, labor relation or job development.

SUBSTITUTION: A Master's Degree\* in Business or Public Administration, Personnel Management, or a related field in manpower planning and development may be substituted for experience at the rate of 30 credits per year.

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

SPECIAL REQUIREMENT: Possession of a valid New York State Motor Vehicle Operators License at time of appointment.