

ASSISTANT DIRECTOR - OFFICE OF EMPLOYMENT AND TRAINING
(YOUTH PROGRAMS)

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 Youth Programs; 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 youth participants become job ready in order that they can obtain and retain unsubsidized employment. To achieve this goal this class supervises three efforts: one is formulating individualized career plans in order to maximize an individual youth's capabilities; the second is selecting negotiating and contracting community based organizations and local education agencies to provide formalized education and/or on-the-job training for youths; the third is developing appropriate opportunities in the private sector and to place suitable youth participants into these jobs. 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 youth programs;

Directs and evaluates the operations of the Youth Programs Section which formulates career plans for all youth participants, monitors their progress;

Directs and 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;

Represents the Director - Office of Employment and Training before the Youth Advisory Council regarding the submission of youth proposals for explanation, review and approval;

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 youth programs, planning and 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: Graduation from a recognized college or university with a Bachelor's degree* and either (a) four years experience involving either youth program administration/development, or the negotiations or monitoring of contract compliance; or (b) a Master's degree* in Public Administration, Business Administration, Manpower Development or Personnel Administration and three 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.