

WORKFORCE DEVELOPMENT DIRECTOR

TOMPKINS COUNTY

Department Administration

Classification Competitive

Labor Grade P(86)

Approved 12/81

Revised 6/91; 10/98; 01/01 Title changed from E&T Director II; 06/10

By HH, Commissioner of Personnel

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for directing the planning, Coordination, oversight and monitoring of a wide variety of local employment and training operations. An employee in this class must relate applicable fiscal, economic and technical information to various government programs to upgrade and improve job skills of unemployed agency clients and to improve total employment opportunities in the area served. The work is performed under the administrative direction of the County Administrator. Wide leeway is permitted for the exercise of independent judgement when carrying out the objectives of the program. Administrative supervision is exercised over the work of all agency employees. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Oversees, coordinates, and directs the planning, development, and implementation of the Workforce Investment Act for the municipality;

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 municipality's Workforce Development System;

Provides technical interpretations and assistance to County officials and the Workforce Development Board regarding Federal, State, and local rules and regulations governing the Agency's Program;

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 the Workforce Development System 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 local training Programs;

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 on Employment and Training trends and problems;

Carries out a public information and public relations program for the workforce development board and system;

Develops and administers an appropriate staff training program;

Appoints all department staff and supervises staff activities to maximize departmental cooperation, cooperation with other County departments and community agencies, and overall department effectiveness;

Drafts and negotiates department contracts with other County departments or with non-County entities, and review and evaluates the efficiency and effectiveness of those entities in carrying out County work on a cost effective basis;

Speaks to various groups in the community about the goals and objectives of the Workforce Development System and generally disseminates information to the public with bulletins, news releases, and contact with the media;

Reviews the results of economic or demographic studies and analyses of the labor force to determine occupations which would provide maximum employment opportunities for workforce development system customers;

Recommends employment and training policies and programs to appropriate committee of The Board of Representatives and the County Administrator;

Keeps abreast of Federal, State and local policies, rules, and regulations and changes affecting the agency's program;

Oversees and directs the formulation and implementation of a Workforce Development System information reporting and monitoring system;

Prepares a wide variety of records and reports;

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WORKFORCE DEVELOPMENT DIRECTOR (CONTINUED)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of labor and poverty economics and social science and educational 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 Workforce Development System programs;
Ability to express oneself effectively both orally and in writing;
Ability to understand oral and written directions;
Ability to perform fundraising and grant writing activities;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in public or business administration, industrial or labor relations, economics, political science, social science, human resources or a related field, **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) experience in employment program planning development and analysis, personnel counseling or placement, public or business administration, economics, labor relations or a related field, two years of which must have been in a supervisory capacity; **OR**
- (B) Satisfactory completion of minimum of 60 semester credit hours from a regionally accredited or New York State registered two years college, with at least 12 credit hours in public or business administration, industrial or labor relations, economics, political science, social science, human resources or a related field **AND** four years of full-time paid (or the equivalent part-time and/or volunteer) experience in employment program planning development and analysis, personnel counseling or placement, public or business administration, economics, labor relations or a related field, two years of which must have been in a supervisory capacity; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** six years of full-time paid (or the equivalent part-time and/or volunteer) experience in employment program planning development and analysis, personnel counseling or placement, public or business administration, economics, labor relations or a related field, two years of which must have been in a supervisory capacity; **OR**
- (D) Any equivalent combination of training and experience as defined within the limits of (a), (b) and (c) above.

SPECIAL REQUIREMENT:

This position is considered to be a public officer. Pursuant to Article 3 of the NYS Public Officers law, the holder of this position must be a United States citizen and a resident of Tompkins County.