

DIRECTOR OF WORKFORCE DEVELOPMENT

DISTINGUISHING FEATURES OF THE CLASS: The work involves directing the planning, coordination and supervision of a wide variety of program operations and services in a large local Workforce Development Agency. The duties of this position involve responsibility for planning, organizing and directing all activities and services of a large professional and non-professional staff engaged in developing, overseeing and implementation and complex and comprehensive local Workforce Investment Program. Direction over the progress involves relating applicable fiscal policy, economic growth, and technological change to upgrade and improve job skills of unemployed, under-employed and economically disadvantaged program clients and to improve total employment opportunities in the municipality. The duties of the position involve coordinating Federal, State, and locally funded programs to maximize program success and efficiency. The work is performed under administrative direction of either the local legislative body or chief executive with wide leeway allowed for exercise of independent judgment in carrying out program objectives. Supervision is exercised over the work of all agency employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees, coordinates and directs the planning and development of a comprehensive Workforce Program and delivery system for the agency;

Directs the preparation and execution of contracts and agreements with training or educational institutions, private industry and Federal, State and local governments to provide training and/or employment for program clients;

Maintains top-level contact with government officials, representatives of industry, labor and community leaders regarding Workforce goals, programs and objectives;

Oversees and directs assessment of the impact of technological change in industry, occupations, skills and job requirements to determine the need for and to facilitate the training and placement of Workforce clients;

Reviews results of economic and demographic studies and analyses of the labor force and position to determine skills and occupations which would maximize client opportunities for unsubsidized employment;

Oversees and directs the preparation and implementation of a management information reporting and monitoring system for the agency;

Keeps abreast of Federal, State and local policy, rules and regulations changes regarding the program;

Directs the development of methods and procedures for reviewing, analyzing and evaluating program effectiveness and success;

Speaks to various groups in the community about the work of the agency and generally disseminates information to the public through bulletins, news releases and the media;

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Directs the planning and preparation of special studies and reports on Workforce trends and problems;

Provides technical interpretation and assistance to the chief executive, legislative body and Workforce Investment Board regarding Federal, State and local Workforce Rules and Regulations;

Prepares a wide variety of records and reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of principles, practices and techniques of administrative, social and demographic research and analysis;

Thorough knowledge of labor and poverty economics and social science concepts related to poverty and unemployment;

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of occupational conditions, trends and job development;

Good knowledge of concepts and methods used in development and maintenance of information processing systems;

Good knowledge of the legal environment of public administration related to local Workforce Programs;

Ability to plan and supervise the work of others on a large scale;

Ability to establish and maintain effective working relationships with clients, private and governmental agencies and labor groups

Ability to prepare and supervise the preparation of complex and detailed records and reports;

Skill in collecting, organizing, analyzing and interpreting data and information related to Workforce Programs and problems;

Ability to express oneself effectively both orally and in writing;

Ability to understand oral and written directions;

Physically capable of performing the essential functions of the position with or without reasonable accommodation.

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, social science, human services or resources or related field, and six (6) years of experience in job or workforce development and analysis, personnel counseling or placement, public administration, economics, labor or industrial relations or related field, three (3) years of which shall have been in a responsible supervisory capacity; or:
- B) Completion of a minimum of 60 semester credit hours at a regionally accredited or New York State registered college or university and eight (8) years of experience described in (A) above; or:
- C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

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