

ORANGE COUNTY CLASS SPECIFICATION

TITLE: ASSISTANT DIRECTOR, EMPLOYMENT AND TRAINING **GRADE:** 17

TITLE ABBREVIATION: ASST DIR, E&T **TITLE NO.:** 6053

JURIS.CL: C **SALARY CODE:** 07 **EEO CODE:** OA **FLSA CODE:** AD

DEPARTMENT: COUNTY EXEC. **DIVISION:** EMPLOYMENT & TRAINING ADMINISTRATION

SUPERVISOR'S TITLE: EMPLOYMENT & TRAINING DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting the Employment & Training Director with administration and coordination related to planning, program development, service delivery and evaluation of services to individuals seeking employment and to businesses looking to build their workforce. The essential nature of the work is such that the incumbent assists the Employment & Training Director in the implementation of programs and policies designed to achieve established goals and objectives. The incumbent is responsible for the general oversight of program functions in field offices, including the Orange County Career Centers, Welfare to Work Unit and Workforce Innovation and Opportunity Act (WOIA) federal training programs. Work is performed under the general direction of the Director with wide leeway to exercise independent judgment. General supervision is exercised over subordinate employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists the Employment & Training Director in the planning, implementation and evaluation of the programs of the Employment & Training Administration and coordinates the department's operations to ensure delivery of comprehensive services;

Assists in formulating the department's operational policies and procedures by interpreting federal, state and local rules and regulations relating to the implementation of the Workforce Innovation and Opportunity Act and Welfare to Work policies;

Coordinates the operation and oversight of One Stop Career Centers with federal, state and local agencies;

Leads supervisory team and staff in program operations, development and delivery of services including planning job fairs, events, and employment preparation programs; gathering employment data to be used in reporting, evaluating and decision-making, and in an effort to meet performance measures and participation rates;

Reviews RFPs submitted and assists in selecting subcontractors to provide employment and training services, along with Director and senior staff. May negotiate contractual agreements with subcontractors, and processes contracts through the Law Department;

Oversees the operation of subcontractors by setting policies, procedures, interpreting regulations and presiding over subcontractor operational meetings;

Assists in hiring, training and supervision of department staff;

Facilitates and responds to state and federal audits, along with designated staff;

Prepares annual reports and biannual county plans required by county, state and federal government;

Applies knowledge of labor and poverty concepts as they relate to the employment and training of economically disadvantaged persons and dislocated workers to collaborate with consortium partners including NYS Department of Labor, Orange County Department of Social Services, Orange-Ulster BOCES, SUNY Orange and other community leaders to formulate team approach of delivering services and resources;

May act for, and in place of the Director during his or her absence.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of Employment & Training Administration program objectives, practices and procedures; thorough knowledge of agency rules and regulations; good knowledge of local employment conditions and trends; good knowledge of available community resources and benefit programs available to job training service consumers; good knowledge of budgetary procedures and practices; planning and analytical skills; ability to plan and supervise the work of others; ability to fulfill travel requirements to field assignments; ability to communicate effectively both orally and in writing; initiative; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A) Bachelor's Degree, and five (5) years of administrative experience in job training, placement, or employability development programs, two (2) years of which must have been in a supervisory capacity; OR
- B) Associate's Degree (or completion of 60 credits), and seven (7) years of experience as defined in (A) above, two (2) years of which must have been in a supervisory capacity.

Note: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.