

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: Business & Industry Education
Network Coordinator

TITLE#: 1113

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the coordination of programs that foster the development of student outcomes to meet the labor market requirements of business and industry. The incumbent acts as a liaison linking the business community and the schools to introduce and expose students to local careers and labor market opportunities. Work is performed under the general direction of the Director of Vocational Education who reviews and approves programs in the context of budget and regulatory requirements. Does related work as required.

TYPICAL WORK ACTIVITIES:

Establishes and maintains a list of industry tours for counselors and teachers;

Establishes and maintains a list of industry tours suitable for students;

Coordinates a County-wide Career Day;

Conducts a County-wide Job Fair for seniors and recent graduates seeking employment;

Maintains a current Speaker's Bureau for use by various programs and curriculums in school districts;

Assists in the development of internships for students in specialized occupations;

Speaks before groups of educators and members of the business community to explain the program and solicit their support;

Provides workshops for educators to become familiar with industry and business practices and procedures;

Provides referrals to existing county-wide programs, including BOCES, IBIG, and Chambers of Commerce, which meet the training needs of business and industry;

Assists in identifying and matching mentors from business and industry with teachers to help translate current knowledge and theory into everyday practices of industry and business;

Provides regularly scheduled sessions for members of education, business and industry to facilitate exchange of information.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of local business and industry and their labor market requirements; good knowledge of local employment opportunities; ability to coordinate a wide range of diverse programs; ability to communicate both orally and in writing; organizational ability; public speaking ability; ability to establish and maintain effective working relationships with educators and members of the business community; initiative; physical condition commensurate with the demands of the position.

MINIMUM REQUIREMENTS: Either:

- (A) Graduation from a regionally accredited or New York State approved college or university with a Bachelor's degree and two (2) years of full-time paid experience in industrial relations, business administration, public administration, personnel counseling or management or a related field; OR
- (B) Graduation from a regionally accredited or New York State approved college or university with an Associate's degree and four (4) years of full-time paid experience as defined in (A) above; OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

DRAFT: 9/11/90
ADOPTED: 9/21/90
REVISED: 10/22/90