

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

CLASS TITLE: COORDINATOR OF BUSINESS & INDUSTRY EDUCATION **TITLE #:** 1197

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for overall coordination of programs designed to attract and retain business to the County and to provide a pool of trained workers to meet the needs of those businesses. Areas of responsibility include personnel, curriculum development, fiscal management and public relations. Work is performed under the general direction of the Director of Adult Occupational and Continuing Education. Supervision is exercised over professional and clerical staff within the Business and Industry division. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises all Business and Industry staff and assists in the recruitment, selection and placement of personnel within the program;

Advises and assists with the planning, development and upgrading of Business and Industry curriculum;

Assists in the development of appropriate teaching techniques for adult students;

Evaluates instructional goals for client companies;

Participates in budget preparation and monitors program budgets to ensure fiscal responsibility;

Writes and manages grants;

Initiates requisitions for instructional materials;

Prepares advertising copy and public relations releases and contributes to the planning and preparation of brochures, posters, and promotional and informational materials for special programs;

Functions as a speaker to community organizations and business groups;

Plans and implements a variety of services including education, training and records management for the business and industry community;

Advises and assists with registration procedures and monitors program enrollment;

Functions as a liaison with public and private educational and economic development organizations;

Assumes any additional duties and responsibilities as may be assigned by the Director.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of employment training programs; thorough knowledge of local business and industry and their labor market requirements; thorough knowledge of local employment opportunities; good knowledge of methods of design and layout of promotional materials; good knowledge of the local geographic area; ability to plan, direct and coordinate the work of others; ability to coordinate a wide range of diverse programs; ability to prepare and monitor budgets; ability to develop and write successful grant applications; ability to establish and maintain effective working relationships with educators and members of the business community; good communication skills, both oral and written; public speaking ability; organizational skills; thoroughness; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or NYS approved college or university with a Bachelor's degree and four (4) years of experience in job training, placement or employability development programs, one (1) year of which shall have involved planning, directing and coordinating the activities of a subordinate staff.

ADOPTED: 8/28/96