

## **DEPUTY DIRECTOR OF EMPLOYMENT AND TRAINING**

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class assists in the administration of the Ulster County Office of Employment and Training (OET). The incumbent assists in the coordination of the OneStop partners, and provides oversight in the day-to-day operations of the center. In addition, the incumbent may be responsible for assisting in the administration of the accounting and fiscal management functions of the department through a variety of local employment and training programs. The position may involve auditing accounts of sub-grantees for compliance with applicable state and federal laws, rules and regulations. The work is performed under administrative direction of the Director of OET, and supervision is exercised over the work of department staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Provides leadership and insight in the day-to-day operations of the OneStop Center;

Negotiates, monitors and reconciles Memorandums of Understanding between the OneStop partners through resource sharing agreements, designed to provide equitable sharing of system and center costs;

Convenes meetings as necessary with system partners, addressing operational and planning issues;

Prepares and submits regular and required reports to the Workforce Development Board and the NYS Department of Labor;

Ensures availability of all mandated employment and training services as defined in the Workforce Innovation and Opportunity Act (WIOA) legislation and regulations;

Requests Federal, State and local funding for claims related to the administration of the WIOA regulations, and initiates payment for goods and services related to same;

Prepares and maintains records of revenues, appropriations, encumbrances, obligations and expenditures;

Assists in developing the OET budget, using appropriate allocation methodologies to assure proper funding and tracking expenditures to OET accounts;

Serves as compliance officer, coordinating staff efforts for program compliance reviews and maintaining full responsibility for fiscal compliance reviews by the NYS Department of Labor;

Maintains equipment inventory, ensuring proper tagging by the County and reconciling with the NYS Department of Labor on a regular basis;

Initiates procurement of goods and services per County and NYS standards, and develops contracts for services as appropriate and within County guidelines;

Studies economic trends and advises agency staff and sub-contractors of current fiscal and reporting requirements;

Coordinates the activities of the staff to meet department mandates, goals and objectives;

May assist in the oversight of the accounting and auditing systems and procedures in order to provide complete and accurate records of agency financial transactions;

May serve as payroll manager for the department, maintaining time and attendance and funding functions on a pro-rated basis;

May assist with performing audits and cost analyses to ensure compliance with Federal and State fiscal regulations and monitor program effectiveness and efficiency;

May keep ledgers and journal accounts, reconcile bank statements and sub-contract accounts.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of labor economics and social science concepts related to poverty and unemployment; good knowledge of local occupational trends and conditions; good knowledge of the principles and practices of supervision; working knowledge of modern general and governmental accounting, fiscal and auditing procedures and techniques including budgeting and appropriation practices; working knowledge of methods used in keeping financial accounts and records; ability to prepare and complete accurate financial statements and reports; ability to plan and supervise the work of others; ability to communicate effectively with government officials and the general public; ability to get along well with others; good judgement; tact; initiative; resourcefulness.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Accounting, Public or Business Administration, Economics, Mathematics or other directly related field and two (2) years of full-time paid, or its' part-time equivalent experience involving job development, personnel counseling or work placement in an Employment and Training, community action or similar agency dealing with the employment and training of unemployed, under-employed, economically disadvantaged or handicapped individuals; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Accounting, Business Administration, Economics, Mathematics or other directly related field, and four (4) years of experience as described in A above; **OR**
- C. An equivalent combination of training and experience as defined by A and B above.

ULSTER COUNTY  
2350 DEP DIR ET  
Classification: Proposed Non-Competitive  
NUMGT

Adopted: November 26, 1979  
Revised: May 11, 2001  
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