

## **DIRECTOR OF EMPLOYMENT AND TRAINING**

**DISTINGUISHING FEATURES OF THE CLASS:** Directs the planning, coordination, and administration of a wide variety of local employment and training programs in the Ulster County Office of Employment and Training (OET) as coordinator of the One-Stop Consortium. This is an important administrative position involving the responsibility for developing, directing, and implementing a comprehensive approach to employment and training programs among the One-Stop partners. Direction over the department involves relating applicable fiscal, economic, and technical information to program plans and mandates in order to up-grade and improve job skills of unemployed, under-employed, and economically disadvantaged agency clients, and to improve the total employment opportunities in the county. The duties of the position involve the coordination of a variety of program activities of the One-Stop partners to maximize overall success and efficiency. The incumbent is also responsible for organizing and directing the complex administrative oversight and fiscal management of agency funds and expenditures; including those of sub-grantees in compliance with applicable State and Federal laws, rules and regulations. The work is performed under the administrative direction of the Ulster County Legislature with wide leeway allowed for the exercise of independent judgment. General supervision is exercised over the work of all agency employees. 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.

Administers all program operations of the OET in the One-Stop Consortium as One-Stop Operator, providing administrative leadership and insight in the day-to-day operations of the One-Stop Center;

Oversees, coordinates, and directs the administration of Memorandums of Understanding between the One-Stop partners as resource sharing agreements, designed to provide equitable sharing of system and center costs;

Oversees and directs the preparation and execution of contracts with private industry, training, or educational institutions, as well as Federal, State and local governments relative to the goals of the OET;

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

Plans, oversees, and directs the development of procedures for reviewing and evaluating the efficacy of various component segments of the OET's employment and training programs;

Oversees and assists in the preparation of the budget;

Oversees and assists in the preparation and submission of various periodic reports to the Workforce Development Board, the New York State Department of Labor and the Ulster County Legislature;

Establishes and interprets policies and procedures for all programs undertaken by the One-Stop Partners under the auspices of the OET;

Establishes and maintains liaison with representatives of government agencies, the Private Industry Council, labor and non-profit organizations in order to facilitate understanding, acceptance, and participation in OET activities;

Assesses the impact of technological changes on specific occupational skills, and/ or job requirements to determine the potential impact on the employment needs of the community, and to facilitate the implementation of changes or additions to OET programs;

Reviews and assesses the results of economic and demographic studies to determine occupations which would provide maximum employment opportunities for OET clients;

Oversees and assists in the planning and preparation of special studies and reports on employment and training trends and problems;

Recommends employment and training programs, policies and procedures to the Ulster County Legislature;

Keeps abreast of Federal, State, and local policies, rules, regulations and changes affecting the operation of the One-Stop Partners of OET;

Represents OET by speaking to various groups in the community about the goals and objectives of the OET, and generally disseminates information to the public via various media formats.

**FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** Thorough knowledge of labor and poverty economics and social science concepts related to poverty and unemployment; thorough knowledge of local occupational conditions and trends; good knowledge of concepts and methods used in the development and maintenance of management information systems; ability to plan and supervise the work of others; ability to establish and maintain an effective working relationship with agency clients, private and governmental agencies and labor groups; ability to prepare or supervise the preparation of moderately complex and detailed tabular and/ or narrative reports; skill in analyzing and interpreting data and information related to the programs of the Office of Employment and Training; ability to express oneself effectively, both orally and in writing; ability to understand oral and written directions; physical condition commensurate with the demands of the position.

**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, Industrial or Labor Relations, Economics, Political Science, Social Science, Human Resources or related field, and four (4) years of full-time experience in employment program planning and development and analysis, personnel counseling or placement, public or business administration,

economics or labor relations, or a related field -two (2) years of which experience must have been in a supervisory capacity; **OR**

- B. Satisfactory completion of a minimum of sixty (60) semester credit hours from a regionally accredited or New York State registered college or university with at least fifteen (15) credit hours in any of the areas described in A above and six (6) years of full-time experience in the areas also defined in A, two (2) years of which experience must have been in a supervisory capacity; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and eight (8) years of experience as described in A above, two (2) years of which must have been in a supervisory capacity.

Note: Two (2) years of supervisory experience is required. Post high school educational training in the areas defined in A can be substituted for non-supervisory experience on a year for year basis for up to four years.

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

ULSTER COUNTY  
2569 DIR OET  
Classification: Non-Competitive  
NUMGT

Adopted: March 5, 2004