

## **SENIOR EMPLOYMENT AND TRAINING COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class is responsible for performing professional-level administrative tasks in an Employment and Training Agency. The work is done as a way to improve job skills of the unemployed, under-employed and economically disadvantaged agency clients, and to improve the total employment opportunities in the County. The incumbent is responsible for carrying out moderately difficult administrative duties related to program coordination, monitoring, analysis and job development. The work is performed under the general supervision of a higher level agency administrative official with considerable leeway allowed for the exercise of independent judgment and initiative in carrying out the details of the work. Supervision may be exercised over subordinate employees. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of activities performed by an employee in this title, do not represent any one position. Incumbents in this title may perform some or all of the activities listed as well as other activities not described.

Oversees the development, installation, and modification of the agency management information systems;

Supervises the collection, compilation, and interpretation of economic and demographic data utilized in the monitoring and evaluation of agency programs;

Coordinates the development and final preparation of grant plans and modifications in accordance with various Federal, State and Local rules, regulations and policies;

Implements managerial control systems to aid in compliance with Federal, State, and Local rules, regulations, and policies;

Remains current on changing entry-level job skill requirements and changing technologies in business and industry;

Maintains contact with educational, governmental and community agencies on various levels to provide information and aid in the promotion of joint efforts in the referral, counseling and job placement of clients;

Interviews clients to gather and evaluate information related to prior work experience, education, specific skills, physical, personal and social background to aid in formulating employability of training plans;

Coordinates agency efforts to provide job-ready participants with potential job opportunities, employment trainings and other agency programs, including vocational training;

Coordinates and monitors the grant funded programs to ensure compliance with program requirements;

Completes narrative, as well as tabular records and reports, necessary for compliance with Federal, State and Local rules, regulations and policies.

Attends on-the-job training and special training sessions to familiarize oneself with current trends in employment;

Assists in community outreach work by establishing and maintaining contact with diverse groups through attending job fairs and other events otherwise enhancing awareness and publicity of the employment services and assistance offered;

Supervises the work of lower level professional and non-professional agency staff;

Assists the lower level agency staff in completion of more difficult and complex tasks;

May represent the agency in meetings with Federal, State and/or Local representatives, as well as private industry representatives.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** Good knowledge of labor and poverty economics and social science concepts related to poverty and unemployment; good knowledge of the occupational conditions, trends and job development opportunities in the community; good knowledge of available community agencies and resources; good knowledge of the operation of an Employment and Training Program; working knowledge of current windows-based and web-based office software applications; ability to make realistic assessments of the employment capabilities of socially disadvantaged people; ability to collect, organize and interpret data and information relating to Employment and Training programs and projects; ability to establish and maintain effective working relationships with clients, private and governmental agencies and labor groups; ability to supervise the work of others; ability to express oneself orally, as well as in writing; good organizational skills; good judgment; initiative; patience; resourcefulness; tact; courtesy; honesty; 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 Services or related field, and one (1) year of full-time 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 Public or Business Administration, Industrial or Labor Relations, Economics, Political Science, Social Science, Human Services or related field, and three (3) years of full-time experience as defined in A above; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as defined in A above; **OR**

D. An equivalent combination of training and experience as indicated in A, B and C above.

ULSTER COUNTY  
6155 SR E&T CD  
Classification: Competitive  
Grade: 15  
Union: CSEA

Adopted: November 26, 1979  
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