

STAFF DEVELOPMENT COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, directing and implementing the training and educational activities for the enhancement of managerial, professional, administrative and technical skills of all employees in the Department of Social Services. Work is performed in accordance with established staff development policies and objectives and involves overseeing the entire staff development program including orientation, in-service training, and educational leave for all employees. Work is performed under the general direction of the Deputy Commissioners of Social Services and or designee. Technical consultation and assistance for carrying out the objectives of this program are provided by the State Department of Children and Family Services, Office of Temporary Assistance, Department of Health and Department of Education. Supervision may be provided to administrative and clerical support 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.

Prepares, coordinates and conducts orientation and training sessions for new employees;

Confers with Division Heads and Directors to identify training needs and organize training programs designed to enhance and develop the skills and techniques of assigned personnel and conducts formalized trainings when appropriate;

Participates in the development, implementation and evaluation of continuous in-service training programs, seminars and workshops for all levels of departmental personnel;

Assists in the preparation of requests for training proposals and coordinates training activities with educational and government institutions;

May supervise and maintain the Department's library and audio-visual equipment;

Prepares special studies and reports as required including a Staff Development Plan as well as other reports;

Keeps abreast of the latest developments, practices and techniques used in the field of staff development and training;

Makes arrangements for the physical facilities and equipment for training sessions;

Explores outside sources of funding for staff development programs and monitors and evaluates training accordingly.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principles and practices of conducting a staff development program; good knowledge of the principles, practices and techniques of developing, coordinating, conducting and evaluating training programs; working knowledge of the principles and practices of public social services; working knowledge of Federal and State laws

relating to the programs and services of the Department of Social Services; ability to plan and develop curricula and lesson plans; ability to analyze jobs, functions and problems; ability to assist in implementing training programs; ability to write clear and accurate reports and records; ability to establish and maintain effective relationships with people; ability to use computer applications such as spreadsheets, word processing, e-mail and database software physical condition commensurate with the demands of the job.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's Degree in Education, Communications, Public Relations or closely related field in the Human Services area and two (2) years of experience in coordinating and providing formal training to staff ;
OR
- B. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Education, Communications, Public Relations or closely related field in the Human Services area and four (4) years of experience in coordinating and providing formal training to staff.

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license.

ULSTER COUNTY
6890 STF DEV CO
Classification: Competitive
Union: UCSA
MGT

ADOPTED: March 12, 2012