

STAFF DEVELOPMENT DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, directing and implementing the training, and educational activities 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, educational leave for all employees. Work is performed under the general direction of the Commissioner of Social Services. Technical consultation and assistance for carrying out the objectives of this program are provided by the State Department Family Assistance. 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.

Plans the overall design for a continuous in-service program for all employees and develops training policies and procedures;

Oversees the implementation of a formal orientation program for all new employees;

Supervises the development, revision and implementation of standard or specialized training programs;

Establishes policies and procedures for the selection of employees to attend seminars, training sessions, conferences, classes, etc.;

Prepares educational materials, training guides and manuals;

Conducts studies to identify training and educational needs of an agency;

Coordinates all matters relating to training and education programs;

Conducts formalized training;

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

Develops goals and objectives and evaluates results;

Negotiates contracts with individuals and educational institutions to provide training and courses for staff;

Prepares annual Staff Development Plan as well as other reports;

Recommends staffing and funding in connection with budget planning;

Explores outside sources of funding for staff development programs and monitors and evaluates training provided through such contracts;

Maintains materials relating to training programs such as films, books and related materials.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the principles and practices of conducting a staff development program; working knowledge of principles and practices of social casework; working knowledge of Federal, State, and local public welfare laws and programs; 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; physical condition commensurate with the demands of the job.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered four (4) year college with a bachelor's degree and two (2) years of full-time social work experience; **OR**
- B. Graduation with a Master's Degree in Social Work or successful completion of two (2) full-years of study in a regionally accredited or New York State registered school of social work.

Note: Full-time paid experience in teaching or in the planning, developing and supervision of in-service training may be substituted for two (2) years of the social work experience on a year for year basis. Successful completion of one year of graduate study in a regionally accredited or New York State registered college or university in any field may be substituted for one year of the required experience.

Original Spec has a stamp on it that reads, "APPROVED BY NEW YORK STATE DEPARTMENT OF SOCIAL SERVICES, REVIEWER, (in script) 'Gary Martinus', DATE (in script) '8/13/98, COUNTY (in script) 'Ulster'.

ULSTER COUNTY
6905 STF DV DIR
Classification: Competitive
Union: UCSA
MGT

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