

## **STIMULUS OUTREACH COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this temporary position funded by the 2009 – 2010 American Recovery and Reinvestment Act (ARRA), is responsible for coordinating, within the Ulster County Office of Employment and Training, the best methods by which Ulster Works OneStop services can be provided to all Ulster County municipalities, community organizations, libraries, schools and all outlying areas within Ulster County and by also providing Ulster Works OneStop services to clients seeking assistance and employment and training services. The incumbent will expand the client base for Adult and Dislocated Workers and youths serviced by the Workforce Investment Act (WIA) with funding from the 2009-2010 American Recovery and Reinvestment Act (ARRA) through outreach and community. The incumbent is responsible for carrying out moderately difficult administrative duties. 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.

Coordinates the best methods by which the Ulster Works OneStop Job services can be provided to Ulster County municipalities, community organizations, libraries, schools and outlying areas, for the Ulster County Office of Employment and Training.

Expands the client base for Adult and Dislocated Workers and youths serviced by the Workforce Investment Act (WIA) funding from the 2009-2010 American Recovery and Reinvestment Act (ARRA) through outreach and community resources;

Provides Ulster Works OneStop Job services to clients seeking assistance and in the Ulster Works OneStop Job Center, for the Ulster County office of Employment and Training;

Acts as a liaison between the Workforce Investment Act (WIA) funding from the 2009-2010 American Recovery and Reinvestment Act (ARRA) and the Director and Deputy Director of the Ulster County Office of Employment and training;

Maintains contact with education, 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;

Coordinates and monitors the WIA funding from the 2009-2010 ARRA to ensure compliance with funding requirements;

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

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

Assists the lower level agency staff in the 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 the occupational conditions, trends and job development opportunities in the community; working knowledge of available community agencies and resources; working knowledge of the operation of an Employment and Training Program; working knowledge of current windows-based and web-based office software applications; ability to comprehend the social science concepts related to poverty and unemployment; ability to make realistic assessments of the employment capabilities of socially disadvantaged people; ability to establish and maintain effective working relationships with clients, private and governmental agencies, and labor groups; ability to prepare written material; ability to express oneself both orally and in writing; good judgment; good organizational skills; initiative; patience; resourcefulness; tact; courtesy; honesty; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

A. Completion of a minimum of sixty (60) semester credit hours in a regionally accredited or New York State registered college or university; **OR**

B. Two (2) years of experience in job development, personnel counseling, or placement in an Employment and Training, community action, or similar agency dealing with the employment and training of economically disadvantaged, minority, handicapped, or low income persons; **OR**

C. An equivalent combination of training and experience as defined by the limits of A and B.

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

**Special Requirement:** In accordance with the Safe Schools Against Violence in Education (SAVE) legislation and by the Regulations of the Commissioner of Education, candidates for employment in school districts must obtain clearance for appointment from the State Education Department based upon fingerprinting and a criminal history background check.

ULSTER COUNTY  
6952 STIM OR CD  
Classification: Competitive  
Grade: 12  
Union: CSEA

Adopted: May 7, 2009