

## **GENESEE COUNTY**

### **EMPLOYMENT AND TRAINING DIRECTOR II**

**DISTINGUISHING FEATURES OF THE CLASS:** Directs the planning, coordination, and administration of a wide variety of local Employment and Training Program operations in a medium sized Workforce Development Area. This is an important administrative position involving the responsibility for developing, directing, and implementing a comprehensive local Employment and Training Program. Direction over the Program involves relating applicable fiscal, economic, and technical information to program plans in order to upgrade and improve job skills of unemployed, under-employed, and economically disadvantaged agency customers, and to improve the total employment opportunities of the municipality. The duties of the position involve the coordination of a variety of program activities to maximize program success and efficiency. The Employment and Training Director II is also responsible for organizing and directing program monitoring in accordance with the mandates of the WIOA Rules and Regulations. The work is performed under the administrative direction of the Chief Elected Official with wide leeway allowed for the exercise of independent judgment in obtaining objectives. Administrative supervision is exercised over the work of all agency employees; the incumbent of this position does related work, as required.

#### **TYPICAL WORK ACTIVITIES:**

Oversees, coordinates, and directs the planning, development, and implementation of the Workforce Innovation and Opportunity Act Program for the municipality;  
Oversees and directs the preparation and execution of contracts with private industry, training, or educational institutions, and Federal, State, and Local governments relative to the local Employment and Training Program;  
Develop program budgets by estimating future costs for staff, operational, and Program services;  
Forecast future spending trends using year to date information on accruals, expenditures, and service levels;  
Review request for proposals to identify potential workforce development grant funding and develop proposals which maximize rating scores to secure grants;  
Plans, oversees, and supervises the development of procedures for reviewing, analyzing, and evaluating various component segments of the municipality's Employment and Training Program;  
Provides technical interpretations and assistance to the Chief Elected Official and the Employment and Training Advisory Council regarding Federal, State, and Local Rules and Regulations governing the Agency's Program;  
Establishes and interprets policies and procedures for all Employment and Training projects and components undertaken by the Agency;  
Establishes and maintains liaison with representatives of government agencies, private industry, labor and non-profit organizations in order to facilitate understanding, acceptance, and/or participation in Employment and Training Agency activities;

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**TYPICAL WORK ACTIVITIES, Cont'd:**

Oversees and directs assessment of the impact of technological change in industry, 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 Agency Training Programs;

Reviews the results of economic or demographic studies and analyses of the labor force to determine occupations which would provide maximum employment opportunities for Agency clients;

Recommends Employment and Training policies and programs to the Chief Elected Official;

Keeps abreast of Federal, State, and local policies, rules and regulations and changes affecting the Agency's Program;

Oversees and directs the formulation and implementation of an Employment and Training Program information reporting and monitoring system;

Directs the development of methods and procedures necessary for monitoring, analyzing, and evaluating Program effectiveness and success;

Oversees the planning and preparation of special studies and reports on Employment and Training trends and problems;

Speaks to various groups in the community about the goals and objectives of the Employment and Training Agency, and generally disseminates information to the public with bulletins, news releases, and contact with the media.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND/OR PERSONAL CHARACTERISTICS:**

Comprehensive knowledge of labor and poverty economics and social science concepts related to poverty and unemployment; thorough knowledge of local occupational conditions and trends; financial experience in developing budgets and an understanding of contracts, cost allocation, and financial reporting; good knowledge of concepts and methods used in the development and maintenance of management information systems; working knowledge of the legal environment of public administration; 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 Employment and Training Agency Programs; 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.

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**MINIMUM QUALIFICATIONS:**

**EITHER:**

- A.** Possession of a Master's degree in public or business administration, industrial or labor relations, economics, political science, social science, human resources or related field, AND two (2) years of full-time experience in employment program planning and development and analysis, personnel counseling or administration, economics or labor relations, or related field (one year of this experience must have been in a supervisory capacity);

**OR:**

- B.** Possession of 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 the areas defined in (A) above (two years of this experience must have been in a supervisory capacity);

**OR:**

- C.** Possession of an Associate's degree in public or business administration, industrial or labor relations, economics, political science, social science, human resources or related field, AND six (6) years of full-time experience in the areas defined in (A) above (two years of this experience must have been in a supervisory capacity).

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Non-Competitive Class

Adopted 11/2/77

Revised 11/20/79, 11/25/85, 8/30/96, 4/30/98, 2/20/02, 8/3/18, 10/3/24