

Sullivan County Center for Workforce Development is seeking to fill the following position:

EMPLOYMENT AND TRAINING SPECIALIST

This position involves responsibility for providing vocational guidance and related services to individuals participating in various aspects of local Workforce Development program(s). Employees in this class assist program participants in formulating and monitoring employability plans, which may include remedial education, work experience, specialized skill training and related supportive services. Duties will also involve developing training and placement opportunities with public or private employers and/or training institutions and monitoring or evaluating the implementation of employment and training programs. Work performed under general supervision with leeway for independently carrying out job objectives. Supervision may occasionally be exercised over the work of clerical workers or seasonal hires.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York Board of Regents to grant degrees with a Bachelor's degree or higher; or
- (B) Graduation from a regionally accredited college or university or one accredited by the New York Board of Regents to grant degrees with an Associate's degree **and** two (2) years' experience in a position requiring strong customer service interaction in human services, healthcare or retail; or
- (C) Graduation from high school or in receipt of a high school equivalency diploma **and** four (4) years of experience in a position requiring strong customer service interaction in human services, healthcare or retail.

SALARY: Entry: \$43,825.00; **Full Time:** \$46,132.00

MUST APPLY ONLINE AT: <https://sullivan-portal.mycivilservice.com/jobopps>

This is a competitive class position subject to Civil Service Examination.

EEO/AA Employer

M/F/D/V