

**ASSISTANT DIRECTOR CENTER FOR WORKFORCE DEVELOPMENT 89-A**

DISTINGUISHING FEATURES OF THE CLASS: This position performs difficult and complex administrative duties related to the Center for Workforce Development. The incumbent assists the Director of the Center for Workforce Development in the planning, coordination and administration of a wide variety of local Employment and Training Program operations in a single county service delivery area. Work is performed under the direct supervision of the Director with wide leeway and independent judgment for performing the functions of the position. Exercises supervision over the work of all subordinate agency employees.

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, organizes and supervises the daily work activities of CWD staff located at the Career Center ensuring all office/programs policies and procedures are followed;

Ensures compliance with all federal rules and regulations of the Workforce Innovation and Opportunity Act (WIOA);

Ensures compliance of all rules and regulations for all funds received by the Center for Workforce Development;

Coordinates functions of staff to ensure that all services are delivered in the most efficient and effective manner to maximize participant potential;

Works with partner agencies co-located at the Career Center to ensure optimal customer service and program success;

Assists the Director in planning, conducting and overseeing staff training and development;

Assists the Director in developing organizational and service delivery plans/goals to ensure the department's success;

Assists the Director in performing staff evaluations;

Establishes and maintains liaison with the private sector, nonprofit community and other government agencies to maximize services and leverage resources;

Maintains current knowledge of federal, state and local policies, rules, regulations and changes affecting Center for Workforce Development programs;

Prepares and interprets a variety of reports necessary for control and operation of department programs;

May act for the Director in his/her absence;

Represents agency on Workforce Development Board and other committees as assigned;

In conjunction with the Director, participates in the interviewing and hiring of new employees;

Responsible for department payroll functions;

Performs related duties, as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of labor and poverty economics and social science concepts related to poverty and employment; good knowledge of local occupational conditions and trends; good knowledge of common office computer systems; good understanding of the basics concepts and methods used in the database management systems; ability to interpret complex narrative and tabular reports; ability to plan and supervise the work of others; ability to establish and maintain effective working relationships with clients, private, nonprofit and governmental agencies;

the ability to express oneself both orally and in writing; ability to speak publicly; ability to understand oral and written directions; ability to use computer programs including, but not limited to, Word, Excel, Outlook and PowerPoint; and skill in organizing and analyzing information related to workforce development programs.

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 Bachelor's Degree in Public or Business Administration, Human Services, Economics or related field and two (2) years of full time experience, one (1) year of which must be in a supervisory capacity in either Workforce Development, Personnel Counseling or Placement, Public or Business Administration, Economics or related field; or
- (B) Completion of a minimum of 60 semester credit hours with at least 12 credit hours in any of the areas identified in (A) and four (4) years of experiences as defined in (A), one (1) year of which must have been in a supervisory capacity; or
- (C) Graduation from high school or completion of high school equivalency diploma and six (6) years of experience as described in (A) above, one (1) year of which must have been in a supervisory capacity.

**NOTE:** Your degree or credits 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 or credits were awarded by an educational institution outside of 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: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Last Reviewed: 04/06/2018

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Replaced in SC Personnel Classplan 4/13/18

Revised in SC Personnel Classplan 11/18/19

Revised in Classplan: 10/6/2022

Revised and Replaced in Classplan: 10/4/2024 (Edu)