

## **DIRECTOR CENTER FOR WORKFORCE DEVELOPMENT**

DISTINGUISHING FEATURES OF THE CLASS: Directs the planning, coordination and administration of a wide variety of local Employment and Training Program operations in a single county service delivery area. This administrative position involves the responsibility for developing, directing and implementing a comprehensive Workforce Development 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 all job seekers 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 Director of Center for Workforce Development is also responsible for organizing and directing the operations in accordance with the mandates of the Workforce Innovation and Opportunity Act (WIOA) and Welfare To Work (WTW) Act. The work is performed under the administrative direction of the Commissioner of Community Resources with wide leeway allowed for the exercise over the work of all agency employees; the incumbent of this position does related work as required.

### TYPICAL WORK ACTIVITIES:

Submits to the Commissioner of Community Resources a comprehensive Unified County Plan for all Workforce Development activities;

Administers Federal and State funded Workforce Development Programs, now or hereafter adopted.

Administers programs in conjunction with the County of Sullivan and the private sector in order to meet the needs of all job seekers of the County.

In conjunction with the Commissioner of the Community Resources, directs the preparation and execution of contracts with private industry, economic development agencies, training or

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educational institutions, and Federal, State and Local governments relative to the local Workforce Development Program.

Provides technical interpretations and assistance to the Workforce Development Board of Sullivan, Inc. regarding the Federal, State and Local Rules and Regulations governing the Agency's Program.

Advises the Commissioner of Community Resources on policies and procedures for all Workforce Development projects and components undertaken by the Agency.

Establishes and maintains liaison with representatives of government agencies, private industry, economic development, labor and non-profit organizations in order to facilitate understanding, acceptance and/or participation in Workforce Development activities.

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 workforce 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.

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

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

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Oversees the planning preparation of special studies and reports on workforce trends and problems.

Any additional programs or services that might be assigned to the Department by the County Manager, the Legislature or the Commissioner.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-**

**TERISTICS**: Comprehensive knowledge of labor and poverty economic and social science concepts related to poverty and unemployment; thorough knowledge of local occupational conditions and trends; good knowledge of concepts and methods used in the development and maintenance of management information system; 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 Workforce Development Agency Program; ability to express oneself effectively, both orally and in writing; and ability to understand oral and written directions.

### **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, industrial or labor relations, economics, political science, social science, human resources or related field, and four (4) years of full-time experience in employment

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program planning and development and analysis, personnel counseling or placement, public or business administration, economics or labor relations, or related field (two (2) years of this experience must have been in a supervisory capacity); or

- (B) Satisfactory completion of a minimum of sixty (60) semester credit hours from a regionally accredited or New York State registered two (2) year college, with at least twelve (12) credit hours in any of the areas described in (A) and six (6) years of full-time experience in the areas also defined in (A) (two (2) years of this experience must have been in a supervisory capacity); or
- (C) Graduation from high school or possession of high school equivalency diploma and eight (8) years of experience as described in (A) (two (2) years of which must have been in a supervisory capacity); or
- (D) Ten (10) years of full-time experience in the areas defined in (A) (two (2) years of which must have been in a supervisory capacity); or
- (E) An equivalent combination of training and experience as defined by the limits of (A) through (D).

**NOTE:** Two (2) years of supervisory experience is required. Post high school educational training in the areas defined in (A) can be substituted for non-supervisory experience on a year-for-year basis. Individuals having neither a high school diploma nor equivalency diploma must possess the full ten years of required experience. Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

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**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: 07/01/99

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Revised in SC Personnel Classplan 8/4/22

Revised Classplan 9/7/2022

Revised and Replaced in Classplan: 1/30/2023

Revised and Replaced in Classplan: 3/25/2025 (Edu)