

DEPUTY DIRECTOR OF EMPLOYMENT AND TRAINING

DISTINGUISHING FEATURES OF THE CLASS: The work involves administering local Employment and Training Agency Programs of considerable complexity, size, and responsibility. Incumbents in this position are responsible for the formulation, implementation, coordination, and administration of major segments of the local Employment and Training Agency Programs. An employee in this class reports directly to the Employment and Training Director, with broad leeway allowed for the exercise of independent judgement in carrying out the responsibilities of the position. This class differs from that of an Associate Employment and Training Coordinator by virtue of the expanded scope and increased difficulty of task assignments. Direct supervision is exercised over the work of professional level employees and general supervision may be exercised over non-professional agency staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Develops methods for analysis, interpretation, administration, and monitoring of major segments of the Employment and Training Agency;

Assists the agency head in preparation of agency program proposals, modifications and budgets, and is responsible for the overall collection and analysis of information relating to agency program activities;

Oversees administrative details of agency operations to ensure compliance with Federal, State, and local rules, regulations, and policies;

Establishes contact and maintains liaison with Federal, State, and local agency representatives, as well as private industry representatives;

Oversees the preparation and execution of contracts and agreements with representatives of training or educational institutions, private industry, and Federal, State and local governments in order to provide program services for clients;

Provides technical interpretation and assistance to County officials and the Private Industry Council regarding Federal, State, and local rules and regulations governing the agency's Program;

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;

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 policy, rule, and regulation changes which may affect the agency's Program;

Oversees and directs the preparation and implementation of a management 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, and 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 PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, practices, and techniques of administration and administrative supervision;
Thorough knowledge of labor and poverty economics and social science concepts relating 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 information processing systems;
Working knowledge of the legal environment of public administration related to local Employment and Training Agency Programs;
Ability to establish and maintain effective working relationships with clients, private and government agency representative, as well as labor group members;
Ability to prepare and supervise the preparation of complex and detailed tabular and narrative records and reports;
Ability to express oneself effectively, both orally as well as in writing;
Ability to understand oral and written directions;
Skill in collecting, organizing, and in interpreting data and information related to Employment and Training Agency programs and problems;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in public or business administration, industrial or labor relations, economics, political science, social or behavioral science, human services or related field, (e.g., psychological, vocational, or educational counseling, etc.) and four years experience in job or training development and analysis, personnel counseling or placement, public or business administration, economics or labor relations or related field, two years of this experience must have been in a supervisory capacity; OR
- B) Ten years of full-time experience in the area defined in A);

two years of which must have been in a supervisory capacity;
OR

- C) An equivalent combination of training and experience as defined within the limits of A) and B) above.

NOTE: Two years of supervisory experience is required. Post high school education training in the area defined in A) can be substituted for non-supervisory experience on a year-for-year basis. Individuals having neither a high school diploma nor a high school equivalency diploma must possess the full ten years of required experience.

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

SPECIAL REQUIREMENT: Incumbents in this position are required by the County Legislature to reside within the County of Broome, OR an adjoining county (TIOGA, CORTLAND, DELAWARE OR CHENANGO) at all times during their employment in the title.