

## DIRECTOR - OFFICE OF EMPLOYMENT AND TRAINING

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Commissioner of Social Services, the incumbent of this position has considerable latitude for the exercise of independent judgment in the direction, administration and evaluation of the goals, plans, operations and policies of the Westchester/Putnam County Workforce Development Board consistent with federal and local mandates. In representing the Commissioner and the Department of Social Services, the incumbent develops and maintains substantive and significant contact with key individuals in public, private and community organizations and agencies at the national, state and local level concerning the development of new initiatives and the continued growth of existing employment and training programs and operations. Professional expertise and guidance is provided to community and business partners throughout the tri-state region. Supervision is exercised over a large number of managerial, professional and clerical personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Directs all aspects the Westchester/Putnam Workforce Development System and Partnership in compliance with the Workforce Development Act of 1998 including program development, staffing, operations, budgeting, fiscal management, mandated program and fiscal reporting and the integration of new technologies;

Develops and directs the "One-Stop" service delivery system whose purpose is to develop the skills of current clients with a view toward readying them for employment and self-sufficiency;

Coordinates the activities of all partner agencies and maintains contact with other agencies such as the Workforce Development Division of the NYS Department of Labor and other local mandated partner agencies to effectively manage local efforts;

Oversees contract procurement for the delivery of various initiatives and programs such as Welfare to Work, TANF Employment Initiative, JOBS, MOUS, and the Life Skills Initiative; directs fiscal auditing and accounting thereof;

Coordinates the development of Five Year Business Plan, Memoranda of Understanding, and Cost Allocation Plans and supervises their implementation, utilizing staff assigned by each partner agency;

Works with various officials and groups such as the Workforce Investment Board, local Commissioners of Social Services or designees, One-stop Operator Consortium and other mandated and voluntary partners;

Coordinates and facilitates meetings, produces reports, and leads the partnership towards the vision, mission and goals established by the Westchester and Putnam County Executives and the Workforce Investment Board;

Oversees and evaluates progress in the development of the system and recommends and implements modifications as needed;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Develops recommendations to assist the Workforce Investment Board (WIB) and its subcommittees in the formation of policies that govern the local workforce development system; implements such policies in serving as the lead advisor to the local partnership;

Works with partners, businesses, other Chief Business Officers and the WIB to design and implement special projects designed to improve the quality of the local workforce and address the skill needs of businesses;

Establishes, develops and maintains significant contact and liaison with business, training institutions and the Westchester Investment Board to assess local skill needs and to make this information available to the public;

Participates in the identification of appropriate grants, other funding sources for participants not covered by Workforce Investment Act grants, and the development of proposals to solicit funds that will address local workforce development needs;

Directs the development of periodic reports on various elements of the One Stop System to various state federal and local agencies;

Provides support opportunities to the affected companies to avert the potential layoff; This may include referral to the Individual Development Association IDA or other sources and or the assistance with identification of other resources, such as funding for training or access to tax incentive programs;

Works with the public relations offices or personnel of both counties to develop and publish information regarding the workforce development system, makes public presentations as appropriate;

Develops and implements special projects targeted to the DSS employable customers;

Develops and implements special initiative to address the workforce needs of the county's employees;

May perform other incidental tasks, as needed;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

FULL PERFORMANCE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of appropriate federal, state and local laws, rules, regulations, agreements, policies and procedures as they pertain to the funding management and administration of the Workforce Development programs; good knowledge of community organizations engaged in employment development programs, particularly within Westchester and Putnam Counties; thorough knowledge of the principles and techniques of administrative supervision and decision making; ability to plan, implement and integrate operating policies, regulations and procedures; ability to identify critical problem areas and

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: (Cont'd.):

to formulate and implement realistic solutions, integrating them into ongoing operations with minimum disruption; ability to manage a complex organization effectively; ability to meet and deal effectively with public, private community officials and individuals; ability to assess the performance of assigned personnel and programs; ability to work cooperatively with related agencies, officials and personnel; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; leadership; sound professional judgment; integrity; initiative; tact; resourcefulness; physical condition commensurate to the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* and seven years experience where the primary function of the position was in the management or administration of workforce planning and development.

SUBSTITUTION: A Master's Degree\* may be substituted for the above experience at the rate of 30 credits hours per year to a maximum of two years.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

West. Co.  
J. C.: Non-Competitive†  
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Job Class Code: E0318  
Job Group: XVI