

Jurisdiction: Oneida County
Jurisdictional Class: NC - PJC
Adopted: 4/5/98

ECONOMIC DEVELOPMENT LIAISON

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Oneida County Office of Workforce Development, and involves responsibility to facilitate projects and work as a liaison between the Oneida County Office of Workforce Development (OCWD) and Oneida County Economic Development Growth Enterprises (EDGE). An incumbent in this class is responsible for providing direction and assistance, as it pertains to workforce development and economic development issues and programs. This individual will also provide outreach to the business community and clients of OCWD and EDGE. The work is performed under the administrative direction of the Workforce Development Director and the EDGE Director, with leeway allowed for the exercise of independent judgement in carrying out the duties of the position. Supervision is not normally a responsibility of this class. This is a management confidential position, as the incumbent will work with the business community where confidential start-up, relocation, and business expansion information will be discussed and analyzed. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Maintains liaison with OCWD, EDGE and the County Executive on workforce development and economic development issues;
- Maintains liaison with private sector industries, educational agencies, and governmental agencies to ensure that information pertaining to employers' and employees' training needs are disseminated;
- Facilitates, when necessary, local workforce development agencies/activities and economic development agencies/activities to ensure coordination of effort, maximize available funding, and avoid duplication of effort;
- Prepares and generates a wide variety of reports, as requested by OCWD, EDGE and the County Executive's Office;
- Networks, when appropriate, with other community agencies to gather information necessary to the completion of job duties;
- Keeps informed of economic factors, employment and vocational trends;
- Keeps informed of vocational, educational and employment programs;
- Prepares and oversees cross-training to educate local workforce development agencies and economic development agencies of each other's programs and responsibilities;
- Prepares brochures, reports and other public education material pertaining to workforce development and economic development programs and activities;
- Serves on committees, as requested by supervisors.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of labor and poverty economics and social science concepts related to unemployment and economic development; thorough knowledge of local occupational conditions and trends; good knowledge of the legal environment of public administration, especially federally-funded programs; ability to prepare moderately complex and detailed records and reports; skill in analyzing and interpreting data and information related to workforce development and economic development programs; ability to express oneself effectively, both orally and in writing; ability to understand oral and written directions.

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MINIMUM QUALIFICATIONS: Either:

- (A) Possession of a Master's Degree in business administration, public administration, industrial or labor relations, economics, political science, social science, human resources or a related field **AND** two (2) years of full-time experience in public administration, human resources management, personnel counseling or placement, public or business administration, economics or labor relations; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree, as described in (A) above **AND** three (3) years of full-time experience, as outlined in (A) above; **OR**
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree **AND** four (4) years of full-time experience, as outlined in (A) above; **OR**
- (D) Satisfactory completion of a minimum of sixty (60) semester credit hours from a regionally accredited or New York State registered college or university, with a minimum of twelve (12) semester credit hours in the areas described in (A) above, **AND** six (6) years of full-time experience, as outlined in (A) above; **OR**
- (E) An equivalent combination of training and experience, as defined by the limits of (A) through (D) above.