

ASSOCIATE WORKFORCE DEVELOPMENT COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a professional administrative position at the supervisory level involving responsibility for overseeing and coordinating large segments of the local programs of the Workforce Development Office. The work usually involves considerable contact with public officials, professionals, and civic organizations and other interested social and community groups. This class differs from that of Senior Workforce Development Coordinator, as a result of the increased responsibility, complexity, and scope of the duties of the position. The work is performed under the general direction of the Workforce Development Director II or other higher-level professionals of the agency. General supervision is exercised over the work of several professional and non-professional employees in a specific unit or overall subordinate employees of the agency. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Plans, implements and evaluates the programs of the Workforce Development Office and coordinates agency operations with other public and/or private agencies to ensure comprehensive services to clients;
- Interprets Federal, State, and local rules and regulations relating to the implementation of the JPTA program;
- Assists the agency head in planning, conducting and overseeing a staff training and development program;
- Plans, organizes and supervises the work activities of all subordinate professional and non-professional agency employees;
- Coordinates functions of assigned program staff to ensure that work experience training, education, and support services are delivered in the most efficient manner to maximize client potential;
- Establishes and maintains liaison with representatives from private industry, non-profit organizations, and governmental agencies to enlist their participation in Workforce Development Programs;
- Assists the agency head in developing long-range plans to maintain continuous services for effective program development;
- Ensures the proper operation of correct administrative policies related to formulation of procedures for reviewing, analyzing and evaluating agency systems and programs;
- Prepares and interprets a wide variety of narrative and tabular records and reports necessary for control and operation of agency activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of labor and poverty economics and social science concepts related to poverty and unemployment; good knowledge of local occupational conditions and trends; good knowledge of concepts and methods used in the development and maintenance of information processing systems; ability to interpret complex narrative and tabular reports; ability to plan and super-vice the work of others on a moderately large scale; ability to establish and maintain effective working relationships with clients, private and governmental agencies' labor representatives; ability to express oneself, both orally and in writing; ability to understand oral and written directions; skill in organizing and analyzing information related to Workforce Development programs.

MINIMUM QUALIFICATIONS: Either:

- (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 science, human services, or a closely related field, **AND** two (2) years of full-time experience in job or training development and analysis, personnel counseling or placement, public or business administration, economics or labor relations or related field; one (1) year of which must have been in a supervisory capacity; **OR**
- (B) Satisfactory completion of a minimum of 60 semester credit hours in a regionally accredited or New York State registered two-year college, with at least 12 credit hours in any of the areas defined in (A), **AND** four (4) years of experience, as outlined in (A) above; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** six (6) years of experience as outlined in (A) above; **OR**
- (D) An equivalent combination of training and experience, as defined by the limits of (A) through (C) above.

NOTE: One year 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.

SPECIAL REQUIREMENT: Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner.