

## **Director of Employment and Training Tompkins County**

**Department:** Human Resources Department

**Classification:** Competitive

**Labor Grade:** 85

**Approved:** 3/6/01 by AG

**Revised:** 6/17; 10/22

**By:** RP, Commissioner of Human Resources

### **MINIMUM QUALIFICATIONS:**

(a) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors Degree AND two years of full-time paid (or the equivalent part-time and/or volunteer) administrative level experience in employment program planning, development and analysis, personnel counseling or placement, public or business administration, economics, labor relations or a related field, two years of which must have been in a supervisory capacity; OR

(b) Graduation from a regionally accredited or New York State registered two year college with an Associates Degree or possession of sixty college credit hours AND four years of full-time paid (or the equivalent part-time and/or volunteer) administrative level experience in employment program planning, development and analysis, personnel counseling or placement, public or business administration, economics, labor relations or a related field, two years of which must have been in a supervisory capacity; OR

(c) Graduation from high school or possession of a high school equivalency diploma AND six years of full-time paid (or the equivalent part-time and/or volunteer) administrative level experience in employment program planning, development and analysis, personnel counseling or placement, public or business administration, economics, labor relations or a related field, two years of which must have been in a supervisory capacity; OR

(d) An equivalent combination of training and experience as defined by the limits of (a), (b) and (c) above.

**Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a managerial position responsible for the administration and direction of Tompkins County's Workforce Innovation and Opportunity Act Title I Programs (Adults, Youth and Dislocated Workers). The director must relate applicable fiscal, economic and technical information to various government programs to upgrade and improve job skills of unemployed or underemployed agency clients and to improve total employment opportunities in the area served. The incumbent acts in lieu of and represents County Administration to establish funding and program parameters and to negotiate terms of contractual agreements with participating agencies. The Director also serves as the County's liaison with community partners and organizations with oversight of federal, state and local funding streams. Duties include management, hiring, training and evaluation of the Workforce Development Office of Employment and Training staff, preparation of budgets and cost allocation plans, oversight, management and reporting requirements of multiple funding streams and programs as appropriate. The work is performed under the general direction of the Commissioner of Human Resources/County Administration with wide leeway allowed for the exercise of independent judgment. Supervision is exercised over the work of all agency employees. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

- Manages the Office of Workforce Development Office of Employment and Training (OET) Staff;
- Prepares an annual budget and cost allocation plans;
- Oversees the management and allocation of multiple funding streams;

- Manage Workforce Innovation and Opportunity Act (WIOA), Title I program: Adult, Youth and Dislocated Worker;
- Issue ITA's (training vouchers) pursuant to the demand occupation list and the priority of service policies as established by the local board;
- Prepares and/or supervises the collection, compilation and analysis of statistical, economic and demographic data;
- Controls, plans, develops and adjusts or modifies the employment and training plans of the department;
- Reports monthly to the Workforce Development Director and/or appropriate committee of the local Workforce Development Board regarding program performance and service delivery;
- Participates in or co-conducts regular staff and management meetings for on-site partners;
- In collaboration with the Department of Labor Manager, provides reports on center tracking, usage, performance and customer satisfaction;
- Provides monthly program reports to the New York State Department Of Labor (NYSDOL) Workforce Development and Training Division for WIA Title I programs;
- Ensures that a 12-month follow-up is performed and tracking completed for all WIA Title I Customers;
- Works closely with evaluates training providers to ensure that the appropriate training courses are available in the area consistent with the local demand occupations list;
- Plays a strong role in the daily management of the One-Stop Center;
- Researches, investigates and applies for appropriate grants to serve unemployed, underemployed, and incumbent workers;
- Represents the Office of Employment and Training to the general public, public officials, government representatives and human service agencies.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of labor and poverty economics and social science and educational concepts related to poverty and unemployment;
- Thorough knowledge of the principles, practices, and techniques of administration and administrative supervision;
- Thorough knowledge of local occupational conditions and trends;
- Working knowledge of the legal environment of public administration;
- Good knowledge of concepts and methods used in the development and maintenance of management systems;
- Skill in analyzing and interpreting data and information related to Employment and Training Agency Programs;
- Skill in the operation of a personal computer and associated software and hardware;
- Ability to write grants, develop, manage and amend contracts;
- Ability to analyze historical placement data;
- Ability to establish and maintain partnerships and effective working relationships with clients, private and governmental agencies, and labor groups;

- Ability to evaluate employee performance and recommend corrective action to establish compliance;
- Ability to prepare or supervise the preparation of complex and detailed records and reports;
- Ability to express oneself clearly and concisely, both orally and in writing;
- Ability to understand, interpret and implement complex oral and written instructions;
- Ability to build partnerships and facilitate committee meetings;
- Creative thinking, tact, initiative and good judgment are required;
- Physical condition commensurate with the demands of the position.

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