MINIMUM QUALIFICATIONS: EITHER:

1. Graduation from a regionally accredited or New York State registered college or university with a master’s degree in public or business administration, industrial or labor relations, economics, social science, human resources or a related field, AND three years full time paid satisfactory experience in employment program planning, development and analysis, human resources counseling or placement, public or business administration; economics, labor relations or a related field; OR

2. 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 resources or a related field, AND five years of full-time paid experience in employment program planning, development and analysis, human resources or placement, public or business administration, economics, labor relations or a related field, three years of which must have been in a supervisory capacity; OR

3. Any combination of training and experience equal to or greater than that described in (a) and(b) above.

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

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for directing the planning, coordination, implementation, oversight and monitoring of resources designed to develop the workforce, serving as Director of the Tompkins County Workforce Development Board (“WDB”), carrying out the functions of a Workforce Development Board in accordance with the Workforce Innovation and Opportunity Act. An employee in this class must relate applicable fiscal, economic and technical information to various government programs to upgrade and improve job skills of the unemployed, and underemployed, and improve total employment opportunities in the area served, as well as meet the skills needs of local businesses. The position involves a high level of autonomy and independent judgement while working in compliance with the law, regulations, policies and procedures established by the Tompkins County Workforce Development Board, County Administrator and New York State Department of Labor. Wide leeway is permitted for the exercise of independent judgement in carrying out the responsibilities of the position. The employee is required to exercise a high level of interpersonal skill and understanding in order to persuade, motivate or collaborate with others to fulfill the mission of the WDB. Supervision is exercised over the work of all agency employees. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Engage employers to build partnerships with a diverse range of public, non-profit and private sector leaders to gather information about current and projected hiring needs to ensure that workforce investment activities meet those needs and support future economic growth;
- Collects employer feedback about existing workforce services for continuous improvement, and brokers the development of new initiatives to fill skill gaps;
- Convenes representatives of secondary, postsecondary education programs and employers, to develop and implement career pathways within the local area by aligning the employment, training, education, and supportive services that are needed by adults and youth, particularly individuals with barriers to employment;
- Provides assistance and guidance to the Board Chair regarding leadership of local workforce development efforts and board activities;
- Provides training to new Board members;
- Organizes board development and strategic planning efforts;
- Schedules Board meetings, develops agendas, disseminates meeting materials, informing membership of relevant issues, and maintains Board membership in accordance with legislation and bylaws;
• Staffs appropriate Board committee(s), works closely with committee chair to schedule meetings, plan agendas and ensures compliance with New York State Open Meeting Laws, assignments and expectations are carried out;
• Coordinates other Board committee work with department staff to ensure staffing and implementation of Board and committee policies and recommendations;
• Leads efforts in the county to identify and promote local, state and national proven and promising strategies and practices;
• Oversees the development of annual budgets and the creation and analysis of financial reports for the WDB and its committees;
• Oversees the functions associated with the accounting of all WDB funds;
• Directs the preparation and execution of contracts and agreements with representatives of training or educational institutions, local agencies, private industry, and Federal, State and local governments in order to provide program services for clients;
• Collaborates with the Workforce Development Board, to develop policies and procedures for reviewing, analyzing, and evaluating various component segments of the workforce development system;
• 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 local training Programs;
• 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 on employment and training trends, and the local labor market;
• Carries out a public information and public relations program for the workforce development board and system;
• Collaborates with other organizations to develop a marketing and communications strategy to convey data around growing sectors, occupations, wages, etc. to young people, their parents, people not currently active in the labor force, adults looking to change careers, and students attending post-high school education at institutions serving residents of Tompkins County and the surrounding area;
• Develops and administers an appropriate staff training program;
• Appoints all department staff and supervises staff activities to maximize departmental cooperation, cooperation with other County departments and community agencies, and overall department effectiveness;
• Speaks to various groups in the community about the goals and objectives of the workforce development system;
• Reviews the results of economic or demographic studies and analyses of the labor force to determine occupations which would provide maximum employment opportunities for workforce development system customers;
• Analyzes existing and proposed legislation, regulations and directives for impact on the board and program operations, and educates the board, county officials, and others regarding the impacts;

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

• Comprehensive knowledge of labor and poverty economics, including social science and educational concepts related to poverty, employment, underemployment and unemployment;
• Strong commitment to improving employment and economic opportunities for all members of the community;
• Comprehensive knowledge of Federal and State laws, rules and regulations pertaining to workforce development;
• Thorough knowledge of the financial practices and procedures involved in Federal Office of Management and Budget Compliance;
• Thorough knowledge of the principles, practices, and techniques of administration and administrative supervision;
• Thorough knowledge of local occupational conditions and trends;
• Ability to establish and maintain strong working relationships with businesses, educational institutions, private and governmental agencies, and labor groups;
• Ability to work and management effectively in dynamic and rapidly changing environment;
• Ability to multi-task in a complex organizational setting;
• Skill in analyzing and interpreting data and information related to workforce development;
• Ability to convey complex concepts accurately and succinctly to a wide array of audiences;
• Ability to build consensus among workforce system stakeholders;
• Strong oral and written communication skills; including the ability to speak before varied audiences and engage in open dialogue;
• Ability to research, write and coordinate grant writing activities;

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

The incumbent must be able to accurately manage and manipulate information, using computer software and hardware systems, with or without reasonable accommodations.
The employee’s ability to communicate (verbal or written) must be sufficiently adequate to enable them to understand and carry out detailed instructions.

The employee must possess the knowledge and ability needed to utilize office equipment, including computer systems, inclusive of necessary software and operating systems, with or without reasonable accommodations.

In respect to the physical demands of this position, there may considerable visual effort and repetitive hand/finger movements associated with the execution of the tasks delegated with this role.

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