

JOB DEVELOPMENT & PLACEMENT MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This is a professional administrative position at the supervisory level responsible for the oversight and supervision of large segments of local Oneida County Employment & Training programs. This position exists in the County Employment & Training Department, Program Development & Planning Division, and involves responsibility to provide liaison between the Tri-County Job Training Partnership Act (JTPA) Consortium, on-the-job training delivery agencies, and other local businesses serving the area. An employee in this class is responsible to secure funding and to provide direction of the program of job training, including fiscal, economic and technical responsibility for program planning to upgrade and improve job skills of dislocated, unemployed, underemployed and disadvantaged clientele to improve their employ-ability. Assists the Employment & Training Director with day-to-day office operations relative to supervisory and programmatic policies. Performs administrative duties relating to program coordination, oversight and analysis. Acts as Employment & Training Director in the absence of the Director. The work is performed under administrative direction of the Employment & Training Director, with wide leeway allowed for exercise of independent judgment and carrying out the objectives of the program. Supervision is exercised over the work of employees assigned to the Program Development & Planning Unit. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Responsible for all grants procurement and program development within Oneida, Herkimer and Madison County areas under a wide variety of employment and training activities;
- Works with local, state and federal educators, economic developers, labor representatives and community-based organizations to design and oversee the implementation of local programs;
- Maintains liaison with private sector industries, Chambers of Commerce, and various economic development agencies to arrange for on-the-job training and employment of clientele;
- Prepares grant applications for all funding sources received by SDA, including 78%, 3%, 6% Incentive Hard-to-Serve, State Education Department, NYS Department of Social Services, Governor's special grants, etc.;
- Acts as liaison with State Representative from NYS Department of Labor and other funding sources;
- Prepares updates, modifications and reports, as required in grants management;
- Develops Biennial Job Training Plan for Consortium JTPA programs, including establishment of services and programs to be provided and target groups to be trained;
- Prepares budgets for all Consortium programs;
- Oversees coordination and direction of the planning and budgeting aspects of all Consortium JTPA programs;
- Develops and establishes Consortium Policies and Procedures for Program Operation;
- Reviews Plan performance and develop modifications, as needed;

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TYPICAL WORK ACTIVITIES (Cont'd):

Meets with representatives of training agencies, educational institutions, public and private agencies, community-based organizations, etc., to develop training program designs within the Oneida-Herkimer-Madison Consortium;

Maintains liaison and contact with sub-contractors;

Provides technical assistance to sub-contractors;

Seeks out funds from competitive and non-JTPA sources;

Prepares grant proposals/applications for new programs;

Assists in setting up all such new programs accepted for funding;

Serves as SDA staff to PIC Planning and Needs Committee;

Responsible for training procurement and RFP process and transmittal of Program Summary Information to PIC for approval;

Supervises the Employment & Training Job Development Unit, primarily the EDWAA (dislocated worker) program services staff, which provides services including classroom training, on-the-job training and customized training;

Also supervises the contract/monitoring unit, some JTPA counseling staff and the ADVANCE training program, which provides a full range of educational and counseling services to single mothers on public assistance;

Assists the Employment & Training Director with day-to-day office operations relative to operational policies, services and staff;

Acts as Employment & Training Director in the absence of the Director;

Performs administrative duties relating to program coordination, oversight and analysis;

Reviews Service Delivery Area contracts with public and private employees for final approval to ensure legal requirements are met;

Reviews proposals and program amendments for content and conformance with policy, regulations and operating procedures;

Serves on committees within the agency, and other agencies, in order to assist in planning implementation and review of the JTPA programs;

Serves as signatory officer for developing for the agency;

Reviews reports of JTPA programs to provide for maximum utilization;

Issues progress reports on the JTPA program;

Prepares a wide variety of records and reports related to the work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of labor and poverty economics and social science concepts related to poverty and unemployment; thorough knowledge of local occupational conditions and trends; good knowledge of concepts and methods used in the development, procurement and maintenance of job training systems; working knowledge of the legal environment of public administration; ability to establish and maintain an effective working relationship with subordinate staff, clients, private and governmental agencies, and labor groups; ability to prepare or supervise the preparation of moderately complex and detailed records and reports; skill in analyzing and interpreting data and information related to job training programs; ability to express oneself effectively both orally and in writing; ability to understand oral and written directions.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS (cont'd):

MINIMUM QUALIFICATIONS: Either:

- (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** one (1) year of full-time, experience in employment program planning, development and analysis, personnel counseling or placement, public or business administration, economics or labor relations; this experience must have been in a supervisory capacity; **OR**
- (B) Graduation from a regionally accredited or N.Y.S. registered college or university with a Bachelor's Degree as described in (A) above, **AND** three (3) years of full-time experience as described in (A); one (1) year of which must have been in a supervisory capacity; **OR**
- (C) Satisfactory completion of a minimum of 60 semester credit hours from a regionally accredited or N.Y.S. registered college, with at least 12 credit hours in any of the areas described in (A) above, **AND** five (5) years of full-time experience as described in (A); one (1) year 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) through (C) above.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

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.