

Workforce Development Associate Tompkins County

Department: Workforce Development
Classification: Competitive
Labor Grade: White Collar Grade 14
Approved: 9/2021
Revised: 10,2022
By: RP, Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered university with a Master's Degree **AND** three (3) years of experience coordinating a human service program; **OR**
- (b) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree **AND** five (5) years of experience coordinating a human service program; **OR**
- (c) Graduation from a regionally accredited or New York State registered two-year college with an Associate's Degree **AND** seven (7) years of experience coordinating a human service program; **OR**
- (d) Any combination of training and experience equal to or greater than that described in (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:

The position is responsible for helping to shape the broad policy goals adopted by the Workforce Development Board and for translating those broad policies into the specific department goals, objectives and work plans to enable the County and not-for-profit agencies to implement effective workforce development programs. The work involves engaging agency directors, program specialists, One-Stop Operators and community partners in cooperative planning and negotiation of service systems and multi-program contracts. The Associate's work involves advising the development of workforce programs, and consultation with the Workforce Development Board and program staff to enable them to plan, finance, implement and evaluate effective county-wide and local workforce development and One-Stop services. The position is responsible for contract management and direct monitoring of county funded programs. The position will be responsible for leading and facilitating groups related to these services. In addition to working with individual communities and agencies, the position is responsible for initiating and implementing systems and procedures to promote inter-agency agreements and coordination of services. The work is performed under the general supervision of the Deputy Director and the Director of the Tompkins County Workforce Development Board.

TYPICAL WORK ACTIVITIES:

- Assists in the functions related to various board program management;
- Develops resource allocation and program evaluation procedures to achieve the broadly stated goals of the Workforce Development Board. Tasks include designing requests for proposals, consulting with potential applicants on program design and budget planning, analyzing program and budget proposals for the Workforce Development Board to evaluate funding requests, and designing program and expense reporting systems;
- The Associate develops new programs and monitors existing programs on behalf of the Workforce Development Board to assure that objectives are achieved and that all federal, state and local regulations and Workforce Development Board policies are implemented and enforced;

- Conducts research and policy analyses, staying abreast of best practices, to propose program and policy options for the Workforce Development Board's consideration, review and adoption;
- Assists in establishing and overseeing implementation of monitoring standards and procedures, including research-based evaluation assessments, for all programs;
- Assists in preparing program and statistical reports for the Workforce Development Board, and the Tompkins County Legislature;
- Researches and writes grant proposals to enable the County or priority programs to secure State, Federal and/or private funds to implement priority services;
- Initiates a variety of systems to facilitate inter-agency coordination;
- Coordinates workforce development planning in response to State or Local mandated priorities.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough understanding of youth and adult human service planning and management processes;
- Thorough knowledge of program planning, budgeting, program accountability and contract management;
- Thorough understanding of human development, workforce development and grants management preferred;
- Ability to establish and maintain effective working relationships with workforce development board members, contractors, elected officials, funding agencies, agency directors, and program staff;
- Excellent skills in collecting, organizing and interpreting data and information for planning and evaluation;
- Excellent written and verbal communication skills;
- Very good organizational and problem-solving skills;
- Ability to generate documents and spreadsheets on a personal computer;
- Ability to effectively plan, supervise and evaluate the work of others;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations;
- Ability to travel occasionally.

PHYSICAL, MENTAL, AND ENVIRONMENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to keyboard, handle, or feel objects, manipulate tools, or controls, and reach with hands and arms. The employee is required to see, walk, talk and hear. The employee must occasionally lift and/or move up to 10 pounds. Due to extensive computer usage, the job requires considerable visual effort. Vision abilities required by this job include close vision and the ability to adjust focus to a mid-range. The employee's physical and mental condition shall be commensurate with demands of the position, either with or without reasonable accommodations. Psychological demands are moderate for this position. Considerable interpersonal skills are necessary to create connections, obtain buy-in, cooperation with board members, contract agencies, and throughout the organization. External contacts are with professional associates, liaisons, community groups and involve the development of professional networks and the successful implementation of workforce development programs. The work environment has minimal exposure to disagreeable conditions. The incumbent will perform all related duties as required.

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