

Workforce Development Director Tompkins County

Department: Workforce Development

Classification: Non-competitive per the NYS CSC 06/09/2012

Labor Grade: Management Grade P(87)

Approved: Board Action 02/90 E&T Dir.; Title changed from E&T Dir. 01/23/01

Revised: 6/91; 10/98; 01/01 Title changed from E&T Director II; 06/10; 08/12; 10/16; 10/19; 5/23; 6/23

By: HB, Deputy Commissioner of Human Resources

MINIMUM QUALIFICATIONS: EITHER:

A. Graduation from a regionally accredited or New York State registered college or university with a master's degree in public or business administration, occupational or industrial relations, economics, social science, human resources or a related field, **AND** three years full time paid administrative level experience in employment planning, employment counseling or placement, labor relations, public or business administration or economics, six (6) months of which must have been in a supervisory capacity ; **OR**

B. Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in public or business administration, occupational or industrial relations, economics, social science, human resources or a related field, **AND** four years of full-time paid experience in employment planning, employment counseling or placement, labor relations, public or business administration or economics, six (6) months of which much have been in a supervisory capacity.

C. Graduation from a regionally accredited or New York State registered college or university with an associate's degree in public or business administration, occupational or industrial relations, economics, social science, human resources or a related field, **AND** six years of full-time paid experience in employment planning, employment counseling or placement, labor relations, public or business administration or economics, six (6) months of which much have been in a supervisory capacity

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 administration, directing, oversight and monitoring of resources designed to develop the workforce, including carrying out the functions of a Workforce Development Board and the former Office of Employment & Training in accordance with the Workforce Innovation and Opportunity Act and One Stop Operations. 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, One Stop Operations and Oversight Committee, County Administration 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 collaborate with community partners and organizations with oversight of federal, state and local funding streams. Supervision is exercised over the work of all agency employees. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Engages 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;
- Prepares and/or supervises the collection, compilation and analysis of statistical, and economic data impacting the local workforce development system
- Acts as liaison to the Workforce Development Board in the development of policies, procedures, strategic planning, committee staffing, meeting agendas and training;
- Leads efforts in the county to identify and promote local, state and national proven and promising strategies trends and practices;
- Oversees the development of annual budgets and the creation and analysis of financial reports for the WDB and its committees;
- 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;
- 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;
- 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;
- 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;
- Ability to evaluate employee performance and recommend corrective action to establish compliance;
- 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 be considerable visual effort and repetitive hand/finger movements associated with the execution of the tasks delegated with this role.

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