

**TOMPKINS COUNTY CIVIL SERVICE
VACANCY
Inclusion Through Diversity**

OPEN TO THE PUBLIC

**Tompkins County Department of Human Resources Office
125 E. Court Street
Ithaca, NY 14850
(607) 274-5526**

Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply

TITLE: Workforce Development Director

SALARY: \$83,865.60

TYPE OF EMPLOYMENT: Full Time

ISSUE DATE: 11/22/21

THE FINAL DATE TO FILE APPLICATIONS: 12/17/21

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 12/18/21

RESIDENCY WAIVED

Please provide resume, cover letter, and references. Residency waived.

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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FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE: When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS: If special arrangements for testing are required, please indicate this on your application.

ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850