

## **ASSOCIATE EMPLOYMENT AND TRAINING PROGRAM COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves performing difficult and complex administrative duties related to the Employment and Training program development, coordination, and analysis. This is a professional administrative position at the supervisory level involving the responsibility for overseeing and coordinating segments of employment and training programs for the Employment and Training Agency. The work usually involves considerable contact with public officials, professionals, and civic organizations and other interested social and community groups. General supervision is exercised over the work of several professional and non-professional employees in a specific unit. This class differs from that of Employment and Training Coordinator as a result of the increased responsibility, complexity, and scope of the duties of the position. The work is performed under the general supervision of the Employment and Training Director or other higher level professional of the agency. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Plans, implements, and evaluates various programs of the Employment and Training Agency and coordinates agency operations with other public and/or private agencies to ensure comprehensive services to clients;

Interprets Federal, State, and local rules and regulations relating to the implementation of the Job Training Partnership Act;

Assists in planning, conducting, and overseeing a staff training and development program;

Plans, organizes, and supervises the work activities of subordinate professional and non-professional agency employees;

Coordinates functions of assigned staff to ensure that work experience, training, education, and support services are delivered in the most efficient manner to maximize client potential;

Establishes and maintains liaison with representatives from private industry, non-profit organizations, and governmental agencies to enlist their participation in Employment and Training Programs;

Assists the Agency head in developing long-range plans to maintain continuous services for effective program development;

Coordinates Affirmative Action Programs with those of other agencies utilizing Federal Guidelines;

Ensures the proper operation of correct administrative policies related to formulation of procedures for reviewing, analyzing and evaluating Agency systems and programs;

Prepares and interprets a wide variety of narrative and tabular

records and reports necessary for control and operation of Agency activities.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of labor and poverty economics and social science concepts related to poverty and unemployment;  
Good knowledge of local occupational conditions and trends;  
Good knowledge of concepts and methods used in the development and maintenance of information processing systems;  
Ability to interpret complex narrative and tabular reports;  
Ability to plan and supervise the work of others on a moderately large scale;  
Ability to establish and maintain effective working relationships with clients, private and governmental agencies' labor representatives; Ability to express oneself both orally and in writing;  
Ability to understand oral and written directions;  
Skill in organizing and analyzing information related to Employment and Training Programs;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A) 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 or behavioral science, human services, or related field, and two years of full-time experience in job or training development and analysis, personnel counseling or placement, public or business administration, economics or labor relations or related field, one of which must have been in a supervisory capacity; OR
- B) Satisfactory completion of a minimum of 60 semester credit hours in a regionally accredited or New York State registered two-year college with at least 12 credits in any of the areas defined in A) and four years experience as defined in A), one year of which must have been in a supervisory capacity; OR
- C) Graduation from high school or possession of an equivalency diploma and six years of experience as described in A), (one year of which must have been in a supervisory capacity); OR
- D) Eight years of full-time experience in the areas defined in A) one year of which must have been in a supervisory capacity; OR

E) An equivalent combination of training and experience as defined by the limits of A) through D).

**NOTE:** One year of supervisory experience is required. Post high school educational training in the areas defined in (A) can be substituted for non-supervisory experience on a year-for-year basis. Individuals having neither a high school diploma nor a high school equivalency diploma must possess the full eight years of required experience.

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