

GENESEE COUTNY

EMPLOYMENT & TRAINING MANAGER (Workforce Development Board)

DISTINGUISHING FEATURES OF THE CLASS: The Area Manager of the GLOW WBD will represent the four county region (Genesee, Livingston, Orleans and Wyoming) in Workforce Development issues reporting directly to the Workforce Development Board. The Area Manger will be responsible for coordinating and managing all regional activities of the WBD and facilitating the daily aspects of the workforce Development Board.

Organizationally, the Manager's position will be created within the Genesee County Job Development Bureau, but will report directly to the GLOW-WBD Council. The Genesee County Job Development Bureau Director will provide accountability for payroll, personnel and administrative matters.

The incumbent is responsible for coordinating and managing all regional activities of the GLOW-WBD, and advises the Council on policy matters. The manager also facilitates the day-to-day aspects of the Council. Supervision is exercised over a small group of subordinates. Does related work as required.

TYPICAL WORK ACTIVITIES:

Coordinates and manages regional activities of the four county (GLOW) Workforce Development Board (WBD) and organizes and directs the operations in accordance with mandates of the Workforce Development Act:

Is responsible for submitting required WBD materials including strategic plan and for the oversight of the Memorandum of Understanding (MOU's) and execution of MOU documents:

Ensures timetable are met for any policy matters and advises the WBD on these matters:

Is responsible for activities to market the workforce development system to area employers;

Monitors customer service and training provider performance information. Oversees and coordinates the selection of training providers with the WBD Board;

Establishes and maintains liaisons with representative of key groups, including Private Industry, Government, Economic Development, Labor, Education, youth Organizations, and Non-Profit Organizations in order to facilitate understanding and participation in workforce development activities;

Prepares and presents oral and written reports required or requested by the Council;

Maintains a management informational system designed to facilitate analysis of program and financial data for reporting, monitoring, and evaluating progress and benchmarks for customer service.

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The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL

CHARACTERISTICS: Good knowledge of the labor and poverty economics and social science concepts related to poverty and unemployment; working knowledge of local occupational conditions and trends; working knowledge of the legal environment of public administration; ability to plan and supervise the work of others; ability to establish and maintain an effective working relationship with private industry, private and governmental agencies, local legislators, and labor groups; ability to prepare moderately complex and detailed tabular and/or narrative reports; skill in analyzing and interpreting data and information related to employment and training activities; ability to express oneself effectively, both orally and in writing; ability to understand both oral and written direction; ability to work independently within the scope of general direction.

The physical 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 finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk, hear, and operate a motor vehicle. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

MINIMUM QUALIFICATIONS:

EITHER:

- A. Possession of a Bachelor's Degree in Public or Business Administration, Social Science, Human Services/Resources, Industrial or Labor Relations, Economics or Political Science, or related field.

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OR

- B. Possession of a high school diploma or an equivalency diploma recognized by the New York State Department of Education AND satisfactory completion of a minimum of 60 semester hours in a regionally accredited or New York State registered college with 12 credits in any of the areas defined in (A) above AND two years of full-time paid experience in providing employment or training related services, Public or Business Administration, Human Services, Human Resource, Labor or Industrial Relations.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Special requirement for appointment and continued employment: Possession of an appropriate valid New York State Driver's License.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Pending Classification 6/9/00

Non-Competitive Class – Approved 11/19/07

Revised 4/24/24