

ASSISTANT COORDINATOR OF WIA/EMPLOYMENT AND TRAINING PROGRAMS

DISTINGUISHING FEATURES OF THE CLASS: Work involves responsibility for assisting the Coordinator of WIA/Employment and Training Programs with the planning, development and administration of Putnam County's Workforce Investment Act (WIA) programs and Department of Social Services (DSS) Employment programs. An incumbent of this class assesses the need for programs and monitors the effectiveness of services provided, and is responsible for assisting in the preparation of the annual Memorandum of Understanding, inclusive of a cost allocation plan. Supervision over subordinate staff is required. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists in the formulation and implementation of local policies, systems, rules and operating guidelines to effectively manage and administer all WIA programs consistent with Office's goals and objectives, the needs of the area served, and applicable mandated requirements;

Assists in the review and approval of the Putnam County portions of this Workforce Investment Area's Five Year Plan for submission to the State Department of Labor for funding by WIA;

Assists in the preparation and negotiation of the Putnam County portion of this Workforce Investment area's annual Memorandum of Understanding between the act's mandated partners for submission to the State Department of Labor for funding by WIA;

Evaluates and monitors, through subordinate personnel, the extent of compliance of all program activities with appropriate laws, rules, regulations and policies as well as performance against established objectives;

Establishes substantive contacts with state and local agencies, other County departments, businesses, labor and community organizations, for the purpose of enhancing program effectiveness;

Assists in the planning, directing and evaluating of the work of all employees of the office;

Assists in the development of key administrative staff to insure continuing efforts toward the accomplishment of the office's mission.

Collects, compiles and interprets economic and demographic data to aid in program plan formation as well as information utilized in the monitoring and evaluation of Employment and WIA Programs;

Assists in the development of and final preparation of Grant Plans and Grant Modifications;

Represents the Coordinator of WIA/Employment and Training Programs, as directed;

Plans, negotiates and develops subcontracts with public or private employers as well as educational institution employment and/or training participants;

Develops realistic jobs for clients, which do not present artificial barriers to employment;

Monitors subgrantee programs to ensure compliance with applicable codes and guidelines;

Coordinates employer and agency efforts to analyze affirmative action and equal employment opportunity plans;

Reviews participant applications and evaluates eligibility requirements;

Matches job-ready program clients with available jobs and makes employment interview referrals;

Establishes contact and maintains liaison with public and private employers;

## ASSISTANT COORDINATOR OF WIA/EMPLOYMENT AND TRAINING PROGRAMS

Completes narrative as well as tabular records and reports necessary for compliance with Federal and State Rules, Regulations and Policies. Provides professional vocational instruction. May make field visits to monitor program activities of agencies or businesses employing participants; Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of appropriate federal, state and local laws, rules, regulations, agreements, policies and procedures as they pertain to the administration of the WIA program and DSS Employment programs; thorough knowledge of the principles and techniques of administrative supervision and decision making; good knowledge of community organizations engaged in employment development programs, particularly within Putnam and Westchester Counties; ability to plan, implement and integrate operating policies, regulations and procedures; ability to identify critical problem areas, formulate and implement solutions, and integrate into ongoing operations with minimum disruption; ability to assist in the management of a complex organization effectively; ability to meet and deal effectively with public, private community officials and individuals; ability to analyze and evaluate reports and studies; ability to speak and write effectively; ability to assess the performance of assigned personnel and programs; ability to work cooperatively with related agencies, officials and personnel; leadership; sound and mature professional judgment; integrity; initiative; tact; resourcefulness.

### MINIMUM QUALIFICATIONS:

- a) Bachelor's degree and two (2) years of professional experience in WIA, JTPA, or similar government employment program field; or
- b) An Associate's degree and four (4) years of experience in WIA, JTPA, or similar government employment program field; or
- c) Graduation from high school or possession of comparable diploma and six (6) years of experience in WIA, JTPA, or similar government employment program field; or
- d) An equivalent combination of education and experience as defined by the limits of a), b) and c) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of New York State Education Department as a post-secondary, degree-granting institution.