

WORKFORCE DEVELOPMENT PROGRAM COORDINATOR

Code No. 3-13-021
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for the coordination and execution of employment and training programs for adults. Employees perform a variety of duties associated with developing and monitoring job training programs contracted to various education and training organizations which provide participants with job training skills in a specific field. The employee reports directly to, and works under the general supervision of a Director of Community Education or other higher level staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Interviews and assesses applicant eligibility for referrals to workforce development courses;

Develops training proposals, acceptance letters and outlines for participants and training agencies;

Collects, compiles and monitors program data to aid in program formulation, coordination and evaluation;

Plans and executes job fairs including recruiting employers, advertising to potential job seekers and preparing facilities for events;

Conducts workforce training program orientations;

Develops a variety of reports on program effectiveness and related issues within the program;

Teaches appropriate soft-skills to job training participants such as effective interviewing and job search techniques, and resume writing, job search skills;

Provides training information to workforce partners and agencies; creates or modifies letters, fliers and other related material; and conducts meetings and presentations;

Conducts planning and research work needed for plan modifications and special programs related to target group analysis, occupation profiles, labor force and unemployment characteristics, and job openings.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of basic labor, economic and social science concepts related to poverty and unemployment; ability to determine eligibility of program applicants; ability to assess program participants' needs, interests and aptitudes; ability to plan and administer a program and maintain evaluative checks during the program; ability to collect compute and organize data and information related to employment and training programs and problems; ability to write/create short narrative and data-type reports; ability to teach interviewing and job search skills and resume writing; ability to establish and maintain effective working relationships with training providers, employers and program participants; ability to understand oral and written directions; ability to communicate orally and in writing; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus, EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree, plus two (2) years paid full-time or its part-time equivalent experience in employment and training program coordination, development, implementation or analysis;
OR,

- (B) Four (4) years paid full-time or its part-time equivalent experience as defined in (A) above;
OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A), and (B) above.

SPECIAL REQUIREMENT: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

Revised: January 8, 1987
Revised: September 19, 1990
Revised: December 9, 1999
FORMERLY: Employment and Training Program Coordinator
REVISED: December 3, 2015