

OCCUPATIONAL TRAINING COORDINATOR

Code No.: 5-15-005
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position in the field of adult vocational education involving responsibility for the planning, development and implementation of training programs to meet identified needs of local industries and businesses. Employees in this class contact area businesses and industries to ascertain existing training needs for current employees and/or entry-level training requirement for adults seeking jobs in various occupational fields. The work also involves the recruitment of adult-level students for short-/long-term training programs, and assisting with job placement following course completion. General supervision is received from a senior level administrative staff member, with wide leeway allowed for the exercise of independent judgment and decision making. Does related work as required.

TYPICAL WORK ACTIVITIES:

Contacts and interviews management personnel in area businesses and industries to ascertain specific long-term and/or short-term training needs for current employees, as well as the training needs of potential employees;

Develops training programs to meet identified needs, including the selection of instructors, establishment of specific learning goals, and the utilization of appropriate facilities, equipment and supplies;

Monitors training programs in progress, serving as a liaison between the business/industry and the occupational training center;

Recruits and interviews adult students for the newly-established training programs to determine work experience, current job skills, capabilities and potential benefits from the program;

Interviews other individuals seeking job training opportunities to determine training needs, and to determine eligibility for special employment or job training programs;

Assists individuals completing training programs in identifying employment opportunities appropriate for their training;

Prepares narrative reports and program evaluations;

Composes correspondence, memorandums and other reports, as necessary.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the methods and procedures used in developing and implementing adult vocational training programs; good knowledge of area job market and entry level employment requirements for a variety of occupational fields; working knowledge of private sector management resource personnel to contact regarding training program development; working knowledge of available vocational educational resources, including appropriate instructors, facilities and materials; working knowledge of interviewing techniques

and principles; working knowledge of student recruitment methods for adult vocational training programs; ability to utilize information regarding identified training needs and plan, organize and implement adult vocational training programs, including selection of appropriate instructors, facilities, equipment and supplies; ability to provide vocational counseling to adult students; ability to conduct screening and informational interviews; ability to develop and implement recruitment plans for vocational training programs; ability to assist in job placement for training program participants; ability to organize materials and prepare narrative reports and correspondence; ability to evaluate the effectiveness of training programs and make recommendations for improvements; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective professional relationships with adult students, instructors, and private sector management personnel; initiative; innovation; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus two (2) years of full-time or its part-time equivalent experience in personnel administration, employment counseling, job or manpower development, student recruitment and placement, or in the development and coordination of adult vocational training programs.
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree or completion of sixty (60) college level semester credits, and three (3) years of experience as defined in (A); OR,
- (C) Graduation from high school, or possession of a high school equivalency diploma, and four (4) years of experience as defined in (A); OR
- (D) An equivalent combination of training and experience as defined by the limits of (A) and (C).

NOTE: A Master's degree in Personnel Administration, Public Administration or Education may be substituted for one (1) year of required work experience as stated in option (A).

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

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.

ADOPTED: September 29, 1983