

## DEPUTY DIRECTOR - OFFICE OF EMPLOYMENT AND TRAINING

GENERAL STATEMENT OF DUTIES: Assists the Director - Office of Employment and Training in the management of federally funded employment and training programs by administering assigned divisions; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Director - Office of Employment and Training, an incumbent of this position exercises administrative responsibilities for the overall direction, formulation, implementation and evaluation of assigned JTPA divisions. Supervision is exercised over a substantial number of assigned personnel.

### EXAMPLES OF WORK: (Illustrative Only)

Advises and assists the Director in the formulation of office policies, plans and programs for all Director operations;

In collaboration with the Director and Fiscal Officer, coordinates and integrates each functional operational area with the area of assignment;

Meets with bureau heads to coordinate their activities and insure consistency with the objectives of JTPA;

Administers and directs the operations of assigned organizational components for the Director insuring proper control, effective management, and the attainment of departmental and program objectives;

Evaluates assigned areas of JTPA activities against established objectives and mandates and formulates and directs the implementation of corrective action targeted in response to adverse findings;

Insures that staff in assigned areas are properly trained and that proficiency levels are maintained.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of appropriate federal and local laws, rules and regulations, agreements, policies and procedures as they pertain to the areas assigned in the JTPA program; thorough knowledge of the principles and techniques of administrative supervision and decision making; good knowledge of the principles and techniques of effective supervision; ability to identify program problem areas and critical factors and to develop realistic solutions; ability to evaluate, develop and install revisions to existing procedures, records and controls with minimum disruption to ongoing operations; ability to plan, direct and evaluate the work of assigned personnel; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships; integrity; sound judgment; initiative; tact; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized college or university with a Bachelor's Degree\* and either (a) five years experience in manpower planning and development, personnel administration or human development including two years experience in an administrative supervisory position; or (b) a Master's Degree\* may be substituted on a year for year basis for the experience specified in (a), but at least two years experience in an administrative supervisory position must be included; or (c) a satisfactory combination of the foregoing training and experience.

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