

## DIRECTOR OF PROGRAM DEVELOPMENT II (TRADES LICENSING)

GENERAL STATEMENT OF DUTIES: Coordinates and implements the process of issuing County licenses to various trade workers; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general direction, an incumbent of this class performs all of the administrative, operational and community relations functions associated with the enforcement of the Westchester County Licensing Law(s) requiring County licensure by the County Board of Examiners of Masters in a specific trade (certification at the Journey level) who do business in any municipality in Westchester County. This is intended to protect the health and safety of County residents by enforcing uniform standards for those engaged in work requiring a Master or Journey level in a trade (i.e. plumbing). The incumbent is responsible for keeping the public informed of the provisions of the law and the procedures involved; responding to complaints or violations; scheduling, publicizing, and coordinating meetings of the Board of Examiners; scheduling, publicizing and coordinating the examination for licensure; and implementing actions by the Board. Responsibility also involves the implementation and coordination of all administrative and operational procedures to insure the smooth and effective operation of the licensing bureau. Supervision is exercised over a small office support staff.

### EXAMPLES OF WORK: (ILLUSTRATIVE ONLY)

Schedules, publicizes, and compiles all documentation required for meetings and hearings held by the County Board of Examiners, and keeps records of the minutes of all meetings;

Implements all actions taken by the Board of Examiners including the notification of applicants and issuance/suspension/revocation of licenses and certifications;

Maintains and publishes a manual of the rules and regulations adopted by the Board of Examiners for the examination and licensing procedures;

Schedules, publicizes, and coordinates the examination procedures leading to licensure/certification in a specific trade;

Reviews and conducts investigations to confirm required qualifications for admission to testing by candidates for licensure or certification;

Verifies other required documentation required for licensure, including required insurance coverage and bonding;

Monitors the activities of the vendor contracted by the County to administer the examinations, insuring conformance to terms of agreement and the security and integrity of the testing procedure;

Notifies candidates and keeps accurate records of test results, monitoring failed candidates for re-examination in accordance with standards set forth in the licensing law;

Develops and/or amends forms and informational brochures required to streamline the licensing procedure;

EXAMPLES OF WORK: (ILLUSTRATIVE ONLY) (Continue)

Collects and keeps account of required fees for the initial issuance and annual renewal of licenses and certifications, and of fines imposed by the Board for those found guilty of offenses;

Maintains detailed, current and accurate automated records of all levels (Master, Journey, Apprentice) of trade workers who have been issued and/or failed to have been issued licensure/certification with the Westchester County Board of Examiners, and prepares an annual report from these records for the Board of Examiners to submit to the Board of Legislators in compliance with the Licensing Law;

Keeps abreast of and maintains current files of all applicable regulations, Federal, State and Local, and codes related to specific trades and the industry utilizing said trades people;

Makes recommendations to the Board of Examiners for needed additions or amendments to these regulations and codes;

Provides information to the public, municipalities, trade unions, and employers in the industry about the mission of the Board, standards and procedures for licensure in Westchester County, and verification of the status of the license/certification of specific individuals;

Performs related administrative, supervisory and operational functions to insure the smooth and effective operation of the licensing bureau.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the practices, techniques, terminology and tools used in a specific trade; thorough knowledge of the laws, codes, ordinances and regulations governing a specific trade; ability to establish and maintain cordial and effective relations with County and local officials in coordinating regulatory issues related to the licensing of a trade; ability to communicate effectively, both orally and in writing; ability to compute fees and maintain detailed, accurate records of transactions; ability to prepare reports and present clear, factual information; ability to deal effectively with the public; sound professional judgment; independent initiative; tact; resourcefulness; dependability; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and graduation from a recognized trade school or college and in addition, ten years experience as a Master in a specific trade, four of which must have been at a management or supervisory level, or four years of which must have involved building inspection and code enforcement.