

## FIRST DEPUTY DIRECTOR - OFFICE OF EMPLOYMENT AND TRAINING

GENERAL STATEMENT OF DUTIES: Assists in the administration and coordination of the Office of Employment and Training; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general direction of the Director-Office of Employment and Training, this position shares fully in the administration of the Comprehensive Employment and Training Act, for the Westchester-Putnam Manpower Consortium, advising and consulting with that class with respect to the goals, plans and policies and operations of the Office of Employment and Training consistent with its mission and appropriate federal and local mandates and policies. An incumbent in this position will have extensive contact with key individuals in public, private and community organizations at the national, state and local level concerning the operation of CETA. In addition, in the absence of the Director, an incumbent in this position will assume responsibility for directing and coordinating all activities of the Office. Supervision is exercised over a large number of managerial, professional, and clerical 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, coordinates and integrates each functional operational area with the total CETA program;

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

Approves monthly reports concerning various phases of CETA operations including financial reports;

Resolves major or unusual operating, budgeting and financial accounting problems but will refer and consult with the Director on those not covered by policy;

Evaluates CETA activities against established objectives and mandates, formulates and directs the implementation of corrective action strategies in response to adverse findings, as directed;

Develops key administrative and managerial staff, within assigned jurisdiction, to insure continuing efforts towards the accomplishment of the Office's mission;

Coordinates the activities of assigned staff to prevent overlapping or duplication of functions, responsibilities or supervision;

In the absence of the Director, assumes responsibility for all phases of CETA operations;

Acts for the Director as required, in those areas that interact with other County departments, governmental and private sector agencies and community groups;

EXAMPLES OF WORK (continued):

Establishes operating guidelines for all services in compliance with Department of Labor and Westchester county policies and established practices and procedures.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of appropriate federal and local laws, rules, regulations, agreements, policies and procedures as they pertain to the administration of the CETA program; thorough knowledge of the principles and techniques of administrative supervision and decision making; good knowledge of the functions, operations, budgeting and financial accounting of all Office of Employment and Training divisions; good knowledge of community organizations engaged in manpower development programs, particularly within Westchester County; ability to plan, implement and integrate operating policies, regulations and procedures; ability to identify critical problem areas and to formulate and implement realistic solutions, integrating them into ongoing operations with minimum disruption; ability to manage a complex organization effectively; ability to meet and deal effectively with public, private community officials and individuals; ability to analyze and evaluate operating and financial reports and studies; ability to speak and write effectively; ability to plan, direct and evaluate the performance of office personnel and programs; ability to work cooperatively with related agencies, officials and personnel; leadership; sound and mature professional judgment; integrity; initiative; tact; resourcefulness; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* and six years experience in manpower planning and development, personnel administration or human development including two years experience in an administrative supervisory position and one year experience in an administrative financial budgeting.

SUBSTITUTION: Satisfactory completion of 30 credits\* towards a Master's Degree\* may be substituted on a year for year basis for up to three years of the general manpower planning and development, personnel administration or human development experience.

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