

MANAGEMENT ASSISTANT (MINORITY RECRUITMENT)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Assistant Personnel Officer, the incumbent of this position is responsible for the development, coordination and implementation of minority recruitment for Westchester County. This position implements Affirmative Action goals for recruitment and training and for the establishment of uniform, objective and measurable programmatic statistical indicators to evaluate the effectiveness and progress toward program objectives. Responsibility includes the establishment of inter-departmental liaison to review Affirmative Action goals, and to advise the Personnel Officer of any corrective action needed to meet desired Affirmative Action goals within county departments. Contacts community interest groups, formally and informally, in order to carry out the responsibility of this position. Administers an educational workshop series to help prepare minority candidates for eligibility, appointments and career growth. Supervision is exercised over a small number of support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Meets with department heads and/or representatives for the purpose of identifying actual and anticipated vacancies that may need special minority recruitment efforts;

Maintains liaison with minority interest groups for referral of minority candidates interested in employment with Westchester County;

Conducts extensive field work with recruitment teams, visiting targeted geographic locations to display and distribute promotional materials such as ads, flyers, posters in order to attract minority candidates;

Produces and tapes public service announcements for distribution to local radio stations and cable TV stations, and participates in radio talk shows designed to promote minority recruitment;

Meets with representatives of various organizations to set up and conduct recruitment presentations to targeted minority populations;

Sets up and conducts follow-up calls to applicants participating in pre-test courses to minimize the drop out number of students from classes;

Translates all promotional materials into Spanish (handouts, posters, and flyers);

Participates in job fairs to promote minority recruitment;

Sets up procedures for administrative reporting both automated and manual of program progress indicators;

Prepares, maintains and analyzes data of targeted recruitment areas;

Assists in the review and processing of Civil Service test results directly related to titles targeted for minority recruitment;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Schedules, prepares and conducts speaking engagements to organizations, schools, churches and interest groups targeted at the minority population of the county;

Plans, develops and conducts educational workshops for the minority population interested in participating;

Negotiates and develops contracts for the procurement of test sites and educational workshops;

Prepares reports and data analysis on the effectiveness of the program;

Conducts and participates in meetings with staff, supervisors, and community interest groups.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles, practices, and techniques of recruitment particularly those used for target minority populations; knowledge of procedures and techniques used for statistical analysis of data; familiarity with the problems of the Minority population of the county particularly with regard to employment; ability to establish contacts and maintain good working relationships with people at various organizational levels; good independent judgment; tact; courtesy; integrity; physical condition commensurate with the requirement of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) a Bachelor's Degree* and four years of professional personnel experience involving either affirmative action, minority recruitment, counseling, interviewing, or manpower development or training; or (b) a Master's Degree* and three years of experience as stated in (a); or (c) a satisfactory equivalent combination of the foregoing training and experience within the limits of (a) and (b).

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in the State of New York.

*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 Department of Education as a post-secondary, degree-granting institution.