

## PROGRAM ADMINISTRATOR (EMPLOYMENT AND TRAINING)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Director - Office of Employment and Training, an incumbent of this class is responsible for the development of employment and training programs consistent with state and federal funding objectives; analyzing and monitoring the operation and effectiveness of services performed by sub-contractors to ensure compliance with program goals and objectives, and assisting in the overall management and administration of the Workforce Investment Act (WIA) Program. Work is performed in coordination with funding advisors from the Department of Labor (DOL), members of the Local Workforce Investment Board (LWIB), county officials, and directors of community agencies providing services to eligible participants. Responsibility includes participating in the program planning process, and assessing the availability and feasibility of new funding sources or changes in requirements for existing funding in relation to past performance of sub-contractors. Supervision is exercised over a number of administrative, training and clerical staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Plans, develops and conducts employment training programs for eligible participants designed to meet the goals and objectives of available grant funding sources;

Supervises training technicians and participates in providing direct WIA related services including the assessment of clients for eligibility and placement in appropriate WIA programs; recruitment of eligible clients from local community agencies, educational institutions and public social service agencies; and job development and placement activities with public and private employers and employment agencies;

Oversees and participates in workshops for client assessment, orientation, skills development and training, both on an individual and group basis;

Provides consultation and works with local community agencies to develop service programs which qualify for funding as a sub-contractor;

Reviews proposals by community agencies which are submitted for funding to ensure conformity with program goals and objectives; makes recommendations to the Director for selection of sub-grantee;

Negotiates and develops contracts for services with community agencies, oversees program implementation, and monitors agency performance for contract compliance;

Formulates corrective action plans in response to negative program indicators resulting from program monitoring and reviews, internal audits or audits by the Department of Labor (DOL), and ensures the implementation of corrective action plans, or recommends the non-renewal of contract for continued poor performance;

Conducts and participates in regular meetings relating to program issues and concerns with staff, Department of Labor and Local Workforce Investment Board representatives, as well as sub-contracting agencies;

Prepares reports and data analysis on the effectiveness and efficiency of programs for presentation to county officials, Department of Labor representatives, and members of the Local Workforce Investment Board, as requested by the Director;

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

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of the theory, principles and techniques used in the planning and development of programs for skills training and job placement; good knowledge of the practices and techniques used in developing and monitoring contracts with agencies for the delivery of job training and job development services; ability to analyze data and determine sub-grantee progress and compliance; ability to identify problems and formulate solutions; ability to develop reports from statistical data and present findings both orally and in writing; ability to identify training needs in the Westchester County labor market and shortfalls in skills to meet these needs among the unemployed and underemployed; familiarity with community organizations engaged in manpower development and training programs; ability to develop and maintain effective working relationships with people at different levels of government and in private industry; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; sound professional judgment; creativeness; initiative; tact and sensitivity to the needs of the unemployed; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* and four years of professional experience where the primary function of the position was in human resources, social work, counseling, personnel management, job development or training; two years of which must have included evaluating or providing vocational training and development programs at a supervisory level.

SUBSTITUTION: Satisfactory completion of 30 credits\* towards a Master's Degree may be substituted on a year for year basis up to two years. There is no substitution for the two years of specialized 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.