

## PROGRAM COORDINATOR (OUTPLACEMENT SERVICES)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this class is responsible for planning and developing a comprehensive outplacement and training program targeted for displaced workers, and for the implementation of programs and services designed to develop opportunities and technical skills needed for re-employment. This position acts as liaison with public employment agencies such as the Department of Labor, local colleges and training facilities, and with private employers to develop and implement employment, educational and training resources consistent with outplacement objectives. This position is also responsible for all administrative, fiscal, and operational functions associated with the day to day management of the program and consistent with funding requirements.. Supervision is exercised over a number of Staff Development Specialists, Employment Counselors, Job Development Specialists, and clerical support staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Manages the day to day operation of a large training facility including space planning for optimal utilization, maintenance, and security and resolves problems consistent with programmatic objectives and funding limitations;

Plans, develops and implements comprehensive programs and services designed to train targeted dislocated workers in the development of skills and job search techniques to enhance re-employability;

Supervises and coordinates the activities of a large staff of Staff Development Specialists, Employment Counselors, Job Development Specialists and clerical staff in the implementation of program goals and objectives;

Manages the overall outplacement program including administrative and fiscal activities to insure its effective and efficient day to day as well as long term operation;

Develops effective working relations and acts as liaison with other County agencies (including Office of Employment and Training, Westchester Community College, General Services), public agencies (including the Department of Labor), and private employers and agencies (including the facility landlord, vendors, telephone and utility companies, employment agencies, training agencies, private companies) in order to coordinate efforts in meeting programmatic and operational objectives;

Participates in the development of funding resources and monitors program spending on an ongoing basis to insure compliance with funding requirements and limitations;

Conducts periodic reviews and monitors staff activities to insure that resources and services are consistent with programmatic plans and objectives;

Meets with the Director-Office of Employment and Training, County managers and private industry representatives to review program progress and make modifications to service plans, as needed;

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

Meets with representatives of public and private companies in order to promote program objectives, enlist their support and cooperation, identify training needs, and develop job opportunities and referral resources for dislocated workers consistent with current labor market trends and needs;

Researches current training techniques and modules which have proven successful in the re-training, skills development and placement of dislocated workers, and works with professional staff in implementing them;

Develops and maintains viable resources for the training and referral of dislocated workers to meet their needs in achieving re-employment;

Prepares special studies and reports as required;

Keeps abreast of the latest developments, practices and techniques used in the field of outplacement services and training.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practices of public administration; thorough knowledge of the principles, practices and techniques of developing, coordinating, conducting and evaluating training programs; good knowledge of the principles and practices of professional social work; ability develop effective working relations and enlist the cooperation of others in meeting objectives; ability to supervise and coordinate the work of others; ability to prepare clear and concise reports; ability to make sound professional judgments; ability to work independently; resourcefulness; initiative; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* and either a) five years experience in therapeutic counseling, family counseling, employment counseling, training, outplacement services, and/or job development, one of which must have been at a supervisory/administrative level; or (b) possession of a Master's Degree\* in Social Work and three years experience in professional social work, one of which must have been at a supervisory/administrative level.

SUBSTITUTIONS: Satisfactory completion of 30 credits toward a Master's Degree\* may be substituted for each year of the above experience (exclusive of the supervisory/administrative 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 Department of Education as a post-secondary, degree-granting institution.