

PROGRAM SPECIALIST (JOB DEVELOPMENT)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Director - Office of Employment and Training, this class coordinates the development, evaluations and administration of programs and activities to enhance public and private support for job training programs and for developing suitable unsubsidized employment opportunities for program participation. Essential to success in the foregoing activity is to keep abreast of local labor market trends regarding employment, occupational and business outlooks. Partial supervision may be exercised over a small number of support staff regarding the completion of assignments. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Implements program goals, objectives, methods and procedures for job development activities of JTPA;

Cooperates with local business and industry to maximize opportunities for the employment of JTPA participants;

Meets with representatives of the business community to inform them of the goals and objectives of the various JTPA programs to improve job development;

Maintains a close cooperative relationship with the New York State Employment Services and other public and private community agencies to provide employment referral and placement services;

Formulates in conjunction with the administrative staff of the office, local policies, systems, rules and procedures designed to enhance job development program success;

Coordinates and oversees the job placement and development activities;

Designs and supervises the conduct of studies for the purpose of gathering labor market information and trends;

Compiles reports and follow-up data as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of applicable rules, regulations, policies and procedures as they affect the job development activities; familiarity with the employment conditions and trends of the local labor market; familiarity with the methods and techniques used in the planning, development and implementation of employment programs; ability to plan and coordinate the work activities of a small program support staff; ability to analyze material and determine appropriate referrals; ability to establish and maintain cooperative relations with participants, employers and other contacts; ability to verbally communicate factual information on

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Cont'd)

assigned programs and participant qualifications to potential employers; ability to communicate effectively both orally and in writing; initiative; resourcefulness; integrity; tact; good judgment; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and either (a) a Bachelor's Degree* and three years experience in personnel interviewing, counseling, recruitment, placement, job development, human resources planning or training, marketing, public relations, business administration or personnel administration: or (b) seven years experience as described in (a) or (c) a Master's Degree* in either public or business administration may be substituted on a year for year basis for the experience specified in (c) above.

*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.