

EMPLOYMENT AND TRAINING PROGRAM SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This is a professional administrative and supervisory position involving responsibility for overseeing and coordinating a specific program in a local employment and training program, which may include preparation of grant applications and identifying sources of grant monies. Responsibilities include but are not limited to program development, supervision, coordination and analysis, and where applicable, supervision of individual or group counseling and/or the vocational guidance functions of the program. The work is performed under the general direction of a higher level administrator in the agency. Direct supervision may be exercised over the work of several professional and non-professional employees. The work involves considerable contact with public officials, professional and civic organizations and other interested social and community groups. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Assists in and/or independently performs planning, implementation and evaluation related to a specific program in a local employment and training program; May be responsible for coordinating the implementation of grants and loan programs including monitoring the expenditure of funds and tasks; May assist in the preparation and submission of grant applications; May prepare grant budgets and modifications; May prepare and submit grant progress reports; Oversees and coordinates program operations with other public and/or private agencies to ensure comprehensive services to clients; Interprets Federal, State and local rules and regulations applicable to the program being supervised; Plans, organizes and supervises the work activities of subordinate professional and non-professional program staff; Coordinates functions of assigned program staff to ensure that work experience, training, education and support services are delivered in the most efficient manner to maximize client potential; Establishes and maintains liaison with representatives from private industry and governmental agencies to enlist their participation in the program; Dependent on the nature of the program supervised, may act as a team leader to a group of Employment and Training Counselors by planning, assigning, coordinating and supervising client cases; May review selected cases and recommend vocational guidance techniques or plan of action; Establishes necessary controls for determining applicant eligibility; Holds regular meetings to keep staff advised on matters related to program activities; Prepares and interprets a wide variety of narrative and tabular records and reports necessary for control and operation of program activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of labor and poverty economics and social science concepts related to poverty and unemployment; Good knowledge of local occupational conditions and trends; Where required, good knowledge of interviewing and counseling practices and procedures; Good knowledge of community organizations and human services agencies; Good knowledge of sources of occupational information related to vocational guidance, training and placement; Good knowledge of Federal, State and local employment and training rules, laws, regulations and policies applicable to the program being supervised, which could include the administration of grants; Working knowledge of the resources available for seeking grant funding; Ability to communicate program goals and services to individuals and groups and stimulate their interest; Ability to plan and supervise the work of others on a small scale; Ability to establish and maintain effective work relationships with clients, private and governmental agencies, and labor representatives; Ability to understand, interpret and prepare moderately complex written materials; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

A. (1) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in social work, human resources, psychology, sociology or related field, and (2) two years of full-time experience in job or training development and analysis, personnel counseling or placement, public or business administration, grant writing or management, account keeping, economics or labor relations or related field (six months of this experience must have been in a supervisory capacity); OR

B. (1) Satisfactory completion of a minimum of 60 semester credit hours in a regionally accredited or New York State registered two year college with a concentration in the fields defined in (A1), and (2) four years of experience as defined in (A) (six months of this experience must have been in a supervisory capacity); OR

C. An equivalent combination of training and experience as defined by the limits of (A) and (B).
NOTE: Six months of supervisory experience is required. Post high school educational training in the areas defined in (A) can be substituted for non-supervisory experience on a year for year basis.

NOTE: Verifiable paid parttime experience will be pro-rated toward meeting fulltime experience requirements.

Adopted 11/5/93

Reviewed 1/15/96, 11/19/01, 10/4/07

Revised 7/30/96, 5/18/98; 1/16/19