

EXECUTIVE DIRECTOR
CATTARAUGUS/ALLEGANY SERVICE DELIVERY AREA
(Job Training Partnership Act)

DISTINGUISHING FEATURES OF THE CLASS: Serves as support staff to the Cattaraugus/Allegany Private Industry Council and the Chief Elected Officials of Cattaraugus and Allegany Counties, by administering, coordinating, and directing a wide variety of programs funded by the Job Training Partnership Act of 1982 (JTPA). This is an important professional position involving responsibility for administering, directing, monitoring, coordinating, and implementing the effective delivery of JTPA operations in Cattaraugus and Allegany Counties. Direction over the program involves relating applicable fiscal policy, economic growth, and technological change to improve job skills of program participants and to improve the total employment opportunities in Southwestern New York. The duties of the position involve coordinating a variety of Federal, State, and locally funded programs to maximize program success and efficiency. The work is performed under general direction of the Private Industry Council and Elected Officials with wide leeway allowed for the exercise of independent judgement in carrying out program objectives and duties. An incumbent also serves as the Director of Cattaraugus County JTPA programs. An Executive Director, Cattaraugus/Allegany Service Delivery Area performs related work as required.

TYPICAL WORK ACTIVITIES:

- Oversees, coordinates, monitors, reviews, evaluates, and directs, on behalf of the PIC and CEO's, the operation of JTPA programming in the Cattaraugus and Allegany County Delivery Area (SDA);
- Prepares Job Training Plan and modifications thereto, and satisfies all requirements of publication and review of such documents;
- Disseminates program guidelines and information to the PIC and County Officials and serves as the communication link between them and State and Federal agencies;
- Develops cooperative agreements with various agencies on a regional basis;
- Participates in the SDA's Grievance Procedures and Affirmative Action Policy;
- Procures audits of JTPA funds and resolves any questions arising from said audits;
- Allocates funds among counties;
- Reviews, analyzes, and processes fiscal requests from counties and assists in the preparation of recommendations and justifications of financial needs;
- Meets with representatives from business, labor, government, education, and community groups to assess employment and hiring problems and suggest alternative solutions;
- Establishes and interprets policies and procedures for JTPA projects and components undertaken in the SDA;
- Plans, oversees, and supervises the development of procedures for reviewing, analyzing, and evaluating various segments and components of the SDA program and otherwise assesses member counties' progress and ability to meet projected JTPA goals and objectives;
- Recommends JTPA policies and programs;
- Oversees and directs the formulation and implementation of a Management Information System for reporting and monitoring;
- Maintains liaison and represents the SDA in contacts with other local agencies, state departments, and the federal government;
- Keeps abreast of Federal, State, and local policy, rules, and regulations regarding the program;
- Provides technical assistance and training;
- Supervises the compilation and submission of statistical and activity reports on JTPA programs to the State, PIC, County Officials, and other interested parties.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Comprehensive knowledge of principles, practices, and techniques of administrative, social, and demographic research and analysis; thorough knowledge of labor and poverty economics and social science concepts related to poverty and unemployment; thorough knowledge of occupational conditions, trends, and job development; good knowledge of concepts and methods used in development and maintenance of information processing systems; working knowledge of the legal environment of public administration related to local JTPA Programs and problems; ability to plan and supervise the work of others on a moderately large scale; ability to establish and maintain effective working relationships with clients, private and governmental agencies, and labor groups; ability to prepare and supervise the preparation of moderately complex and detailed records and reports; ability to express oneself effectively both orally and in writing; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

- A.) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree and four years of full time paid experience in job or employment and training development and analysis, personnel counseling or placement, public administration, economics, or labor or industrial relations or related field, two years of which shall have been in a responsible supervisory capacity;

OR

- B.) Completion of a minimum of 60 semester credit hours at a regionally accredited or New York State registered college or university and six years of experience described in (A) above;

OR

- C.) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE: A Master's degree in public or business administration, social science, or related field received from a regionally accredited or New York State registered college or university may be substituted for two years of the above required experience.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 10/20/94