

## SENIOR EMPLOYMENT AND TRAINING COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves supervising and participating in a CETA title program conducted by the Cattaraugus County employment and training agency. Duties are performed under the general supervision of the Assistant Employment and Training Director with leeway allowed for the use of independent judgement in carrying out the details of the work. General supervision is exercised over the work of professional and clerical assistants. A Senior Employment and Training Coordinator does related work as required.

### TYPICAL WORK ACTIVITIES:

- Supervises and participates in the collection and analysis of information used to evaluate the effectiveness of Employment and Training Programs;
- Recommends program changes needed to achieve goals contained in the agencies annual plan;
- Uses budget allocation to estimate the number of persons to be served by program;
- Monitors service to significant population segments and initiates action to eliminate unacceptable variances;
- Supervises the preparation of periodic narrative and statistical reports of activities;
- Reviews termination records and estimates cost of per placement into unsubsidized employment;
- Oversees the placement of job ready participants;
- Makes worksite visits and assists counselors in handling unusual or difficult counseling situations;
- Answers inquiries and disseminates regarding the program;
- May supervise the operation of Job Clubs;
- May perform the duties of an Employment and Training Counselor.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of labor and poverty economics and social science concepts related to poverty and unemployment; good knowledge of the methods and techniques used in the development of job and training opportunities; good knowledge of interviewing and counseling practices and procedures; good knowledge of training and educational programs sponsored by the Cattaraugus County Employment and Training Agency; good knowledge of employment and training rules and regulations; working knowledge of the principles and practices of supervision; ability to communicate effectively both orally and in writing; ability to understand oral and written directions; ability to prepare periodic reports; physical condition equal to the demands of the position.

### MINIMUM QUALIFICATIONS:

- A.) Graduation from a regionally accredited or New York State registered college or university with at least a Bachelor's degree in social science, education, human services or resources and one year of experience as a Counselor, Caseworker, Employment Interviewer, or other position with similar duties and responsibilities;

OR

- B.) Graduation from a regionally accredited or New York State registered college or university with at least an Associate's Degree in social science, human services or resources and three years of experience as described in (A);

OR

- C.) Five years experience as described in (A);

OR

- D.) An equivalent combination of training and experience as defined by the limits of A, B, and C.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION