

**Cayuga County**

cayugacounty.us



# Recruitment Notice



**Director of  
Employment & Training**

# Director of Employment & Training

## The Position & Department

Cayuga County is looking for an experienced and innovative leader who will be responsible for the planning, development, and implementation of a relevant and outcome-oriented job seeker assistance and training program that creates a highly skilled and diversified workforce for Cayuga County.

The position is appointed by the County Legislature and works under the administrative direction of the County Administrator with a high degree of independence. The position requires comprehensive knowledge of labor and poverty economics related to unemployment and a thorough understanding of local occupational conditions and trends.

The Employment & Training Department is fully funded by the federal Workforce Innovation & Opportunity Act. The Director is a crucial resource and partner for area employers seeking a well-trained and employable workforce. From customized skills training to on-the-job training and documentation assistance, the department assists companies in a number of ways to meet their future hiring needs. Conveniently, co-located with Cayuga Community College, the department is able to utilize many natural synergies.

## The Vision

The Employment & Training Director is leading the local One-Stop Career Center, the face of the local public workforce development system. Working in concert with multiple partner agencies, the Director leads a consortium of aligned workforce agencies collectively providing services to businesses and community members aimed at advancing the employment needs of the workforce in the County and Central New York. The new Director will explore the potential to increase the value of workforce development in the economic development arena as well as continue the value-added services provided to community stakeholders. The successful candidate will creatively seek out and leverage additional resources to support and enhance the goals of the local workforce system.



## The Ideal Candidate

Cayuga County's new Employment & Training Director has a strong community and customer-service focus, a passion for helping others advance, and a strong commitment to enhancing the local workforce. The ideal candidate is a progressive leader who is able to analyze economic, labor, and demographic studies to determine in-demand occupations that provide the best employment opportunities for clients.

The successful candidate possesses comprehensive knowledge of federal, state, and local regulations governing and affecting the department's programs and activities. The next director can demonstrate effective communication skills to establish and maintain productive working relationships with clients, private and governmental agencies, local employers and labor groups.

The ideal candidate is a strategic thinker with the ability to build coalitions among various aligned government, community-based and non-profit organizations providing services in workforce development.



## Education & Experience

The ideal candidate will have at least 5 years of experience with directing people, budgets, and employment program planning. Experience with personnel counseling, labor relations, or economic development, and a relevant masters degree in economics, public or business administration, or human resources is preferred.

## Compensation & Benefits

The anticipated starting salary for this position is up to \$65,000, based on qualifications and experience, with a competitive compensation package that includes health benefits and participation in the NYS pension system. For questions, contact Mike Russell at [mrussell@cayugacounty.us](mailto:mrussell@cayugacounty.us) or (315) 253-1480.

## Apply

To apply and view minimum qualifications go to <https://mycivilservice.cayugacounty.us/jobopps>. Preference will be given to candidates currently living in Cayuga County or employed by Cayuga County or contiguous counties. Cayuga County is an Equal Opportunity Employer.

## The Community

Cayuga County is a great place to live and work and offers extensive opportunities for entertainment, outdoor and cultural activities. In the middle of the Finger Lakes wine country, you can enjoy crystal clear lakes, spectacular scenery, charming villages and award-winning wines. From boating and fishing on one of our eight lakes to enjoying music, theatre, fine arts and history, you will find our Finger Lakes culture rich and varied.

Cayuga County (population 80,000) is located in the western central part of the state, in the Finger Lakes region. Owasco Lake is in the center of the county, and Cayuga Lake forms part of the western boundary. Lake Ontario is on the northern border, and Skaneateles Lake and Cross Lake form part of the eastern border. The county has a total area of 864 square miles, of which 692 square miles is land and 172 square miles (20%) is water. Cayuga County has more waterfront land than any other county in the state not adjacent to the Atlantic Ocean. The county was named for one of the tribes of Indians in the Iroquois Confederation.

Cayuga County is strategically situated near major upstate population centers (Rochester, Syracuse) and is home to both major industrial enterprises and robust small businesses. The county-wide workforce of over 40,000 is heavily engaged in the agricultural, manufacturing and services sectors. The county is home to Cayuga Community College and Wells College. The cost of living in Cayuga County is 3% below the national average and 29% below the state average.



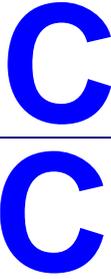
The City of Auburn (population 27,000) is Cayuga's county seat and its largest community. Auburn's first-rate historical and cultural attractions such as the Harriet Tubman Home (Underground Railroad) and Seward House Museum, which jumped to national attention in the best-selling book, 'Team of Rivals', blend with charming ethnic neighborhoods and first-class entertainment at the Merry-Go-Round Playhouse and Auburn Public Theater. Watch the Auburn Doubledays play baseball at Falcon Park or see where sound on film was invented at the Case Research Lab. Auburn is the location of many county-wide government offices, banking and finance, legal and medical services. Downtown Auburn is the hub of business activity and in the Downtown Business Improvement District alone there are over 200 retail, financial, food, entertainment and professional businesses as well as dozens of not-for-profit organizations and government agencies.

Cayuga County's smaller towns and villages are truly the essence of what the Finger Lakes are all about – rural charm with a sophisticated flair. Aurora, on the east side of the longest of the Finger Lakes, Cayuga Lake, has been said to have a 'Norman Rockwell' quality and it lives up to its reputation.



**CAYUGA  
COUNTY**

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and Training Director II



An Equal Opportunity - Affirmative Action Employer

# CIVIL SERVICE COMMISSION

<b>TITLE:</b>	<b>EMPLOYMENT AND TRAINING DIRECTOR II</b>
<b>JURISDICTIONAL CLASS:</b>	<b>NON-COMPETITIVE</b>
<b>CIVIL DIVISION:</b>	<b>EMPLOYMENT AND TRAINING DEPARTMENT</b>
<b>ADOPTION: CSM</b>	<b>12/10/80</b>
<b>REVISED: CSM</b>	<b>2/11/81, 3/17/04, 4/10/19</b>

### **DISTINGUISHING FEATURES OF THE CLASS:**

Directs the planning, coordination, and administration of a wide variety of local Employment and Training Program operations in a medium sized Prime Sponsor or Balance of State Agency. This is an important administrative position involving the responsibility for developing, directing, and implementing a comprehensive local Employment and Training Program. Direction over the program involves relating applicable fiscal, economic, and technical information to program plans in order to upgrade and improve job skills of unemployed, underemployed, and economically disadvantaged agency clients, and to improve the total employment opportunities of the municipality. The duties of the position involve the coordination of a variety of program activities to maximize program success and efficiency. The Employment and Training Director II is also responsible for organizing and directing the operation of an independent monitoring unit in accordance with the mandates of the program Rules and Regulations. The work is performed under the administrative direction of the County Administrator with wide leeway allowed for the exercise of independent judgment in obtaining objectives. Administrative supervision is exercised over the work of all agency employees; the incumbent of this position does related work as required.

### **TYPICAL WORK ACTIVITIES: (Illustrative Only)**

- Oversees, coordinates, and directs the planning, development, and implementation of the Comprehensive Employment and Training Program for the municipality;
- Oversees and directs the preparation and execution of contracts with private industry, training, or educational institutions, and federal, state and local governments relative to the local Employment and Training Program;
- Plans, oversees, and supervises the development of procedures for reviewing, analyzing, and evaluating various component segments of the municipality's Employment and Training Program;
- Provides technical interpretations and assistance to the chief elected official and the Employment and Training Advisory Council regarding federal, state, and local rules and regulations governing the Agency's Program;
- Establishes and interprets policies and procedures for all Employment and Training projects and components undertaken by the agency;
- Establishes and maintains liaison with representatives of government agencies, private industry, labor and non-profit organizations in order to facilitate understanding, acceptance, and/or participation in Employment and Training Agency activities;
- Oversees and directs assessment of the impact of technological change in industry, specific occupational skills, and/or job requirements to determine the potential impact on the employment needs of the community, and to facilitate the implementation of changes or additions to agency training programs;
- Reviews the results of economic or demographic studies and analyses of the labor force to determine occupations that would provide maximum employment opportunities for agency clients;
- Recommends Employment and Training policies and programs to the chief elected official;
- Keeps abreast of federal, state, and local policies, rules, and regulations and changes affecting the agency's program;
- Oversees and directs the formulation and implementation of an Employment and Training Program information reporting and monitoring system;

**TYPICAL WORK ACTIVITIES: (Illustrative Only) con't**

Directs the development of methods and procedures necessary for monitoring, analyzing, and evaluating program effectiveness and success;  
Oversees the planning and preparation of special studies and reports on Employment and Training trends and problems;  
Speaks to various groups in the community about the goals and objectives of the Employment and Training Agency, and generally disseminates information to the public with bulletins, news releases, and contact with the media.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:**

Comprehensive knowledge of labor and poverty economics and social science concepts related to poverty and unemployment;  
Thorough knowledge of local occupational conditions and trends;  
Good knowledge of concepts and methods used in the development and maintenance of management information systems;  
Working knowledge of the legal environment of public administration;  
Ability to plan and supervise the work of others;  
Ability to establish and maintain an effective working relationship with agency clients, private and governmental agencies and labor groups;  
Ability to prepare or supervise the preparation of moderately complex and detailed tabular and/or narrative reports;  
Skill in analyzing and interpreting data and information related to the Employment and Training Agency programs;  
Ability to express oneself effectively, both orally and in writing;  
Ability to understand oral and written directions;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university and 4 years of full-time experience in employment program planning, development and analysis, personnel counseling or placement, public or business administration, economics or labor relations, or related field (2 years of this experience must have been in a supervisory capacity); OR
- (B) Satisfactory completion of a minimum of 60 semester credit hours from a regionally accredited or New York State registered college, and 6 years of full-time experience in the areas defined in (A), (2 years of this experience must have been in a supervisory capacity); OR
- (C) Graduation from high school or possession of a high school equivalency diploma and 8 years of experience as described in (A), (2 years of which must have been in a supervisory capacity); OR
- (D) 10 years of full-time experience in the areas defined in (A), (2 years of which must have been in a supervisory capacity); OR
- (E) An equivalent combination of training and experience as defined by the limits of (A) through (D).