



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Department of Workforce Development

Job Title: DEPUTY DIRECTOR OF EMPLOYMENT & TRAINING

Salary Range: \$77,513 - \$99,390* Management Grade 14
(*Based on years of service employed with Saratoga County)

Work Location: 152 West High Street, Ballston Spa, NY 12020

Classification: Competitive (Exam Required)

Job Description

This is an administrative position involving duties related to Employment and Training Program development, coordination and analysis. Responsibilities include implementation, coordination, monitoring and oversight of the local Employment and Training programs associated with the Department for Workforce Development. Work involves considerable contact with public officials and daily supervision of department staff to ensure effective delivery of all Employment and Training program operations and services undertaken by the County. Duties also include coordinating a variety of Federal, State and locally funded programs to maximize program success and efficiency. Work is performed under administrative direction of the Director with wide leeway allowed for exercise of independent judgment in carrying out program objectives and established procedures. Supervision is exercised over the work of Department staff. Performs related duties.

Minimum Qualifications At least...

- A.** Possession of a Bachelor's Degree in Public or Business Administration, Social Science, Human Services or Resources or related fields, and at least two (2) years of full-time paid experience involving program review and personnel qualification, counseling or placement, and detailed data analysis; **OR**
- B.** Completion of a minimum of 60 semester credit hours at a regionally accredited or NYS registered college or university and four (4) years of experience described in (A) above; **OR**
- C.** Any equivalent combination of training and experience will be evaluated and qualified on a case-by-case basis.

(Degree must have been awarded by a college or university by a regional, national, or specialized agency recognized as an accrediting agency by the US Department of Education/US Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.)

Typical Work Activities (*Illustrative)

- Assists in the planning, implementation and evaluation of the Employment and Training programs for the Department;
- Coordinates operations with other public and/or private agencies to ensure comprehensive services to all clients;
- Assists in the interpretation of Federal, State and Local rules and regulations;
- Assists the Director in planning, conducting and overseeing of staff training and development;
- Plans, organizes and supervises the work activities of all department staff in the absence of the Director, and assists in developing performance-related goals for staff;
- Implements a variety of programs through County, State or vendor functions to ensure services are delivered in the most efficient manner;
- Establishes and maintains liaison with various private industry, non-profit organizations and governmental agencies, enlisting participation in Program offerings;
- Prepares, interprets and analyzes a wide variety of reports and records for control and operation of various segments and components of the program offerings;
- Represents the Department as necessary for applicable Workforce Development and other committee meetings as necessary; Oversees, coordinates and directs the planning and developing of a comprehensive Employment and Training Program for the agency;
- Keeps abreast of Federal, State and local policy, rules and regulations changes regarding the program;



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

- Oversees the planning and preparation of special studies and reports on Employment and Training trends and issues;
- Operates a variety of office machinery, including personal computer;
- Performs other related duties as necessary.

**Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

Additional Information

- Excellent benefits, NYS Retirement and Compensation Plan
- This opportunity is being filled on a *provisional* basis pending the results of an exam to be given at a later date.

To Apply (via Link Provided)

- Qualified candidates may alternatively submit an application and resume, by mail or in person to the Personnel Officer – Civil Service Division, 40 McMaster Street, Ballston Spa, NY 12020
- Resume may not be substituted for application
- Fax submissions will not be accepted

Applications will continue to be accepted thru December 23, 2024

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Office. Saratoga County is an equal opportunity employer.

We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.