



# DEPARTMENT OF HUMAN RESOURCES

## EMPLOYMENT OPPORTUNITY NOTICE

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### Saratoga County Department of Social Services

**Job Title:** STAFF DEVELOPMENT COORDINATOR

**Salary Range:** \$69,549- \$79,269 \* (\*Salary range provides earnings potential, which is based on years of service employed with Saratoga County in specified title)

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

**Classification:** Competitive (This Position is being filled on a provisional basis pending the results of a civil service exam to be given at a later date)

### Job Description

Work involves responsibility for the coordination and implementation of a comprehensive training program to meet the educational and program needs for Department of Social Services staff. Work is performed in accordance with established policies and procedures and involves planning, directing, and implementing training programs through utilization of in-house department personnel or qualified external training agencies. Work is performed under general supervision of the Commissioner of Social Services or Deputy Commissioner, with latitude allowed for independent judgment in planning and meeting training objectives. Supervision is not a requirement of this position. Does related work as required.

### Minimum Qualifications (at least)

Possession of a Bachelor's Degree and three (3) years of professional experience within a public or not-for profit social services agency adhering to acceptable standards of human services, one year of which included providing instruction or in-service education.

\*(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)

- Conducts studies assessments to identify training and educational needs of agency staff;
- Development of training programs to meet departmental needs;
- Conducts formalized training programs;
- Maintains program records tracking staff development and training completed by all staff;
- Oversees the implementation of a formal orientation program for all new employees;
- Coordinates all matters relating to training programs;
- Makes arrangements for the physical facilities and equipment for training sessions;
- Coordinates all matters relating to training and education programs;



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- Prepares staff development training plan as well as other reports;
- Maintains materials relating to training programs such as training guides, books and related materials;
- Develops goals and objectives and evaluates results;
- Establishes policies and procedures for the selection of employees to attend seminars, training sessions, conferences etc;
- Advises supervisory staff on methods and techniques to be used in the improvements of staff performance;
- Maintains records relative to employee participation in training sessions;
- May prepare newsletter, fliers and signage for department purposes;
- Recommends staffing and funding in connection with budget planning;
- Works as liaison with Human Resources for Onboarding and Offboarding and Employee Orientation.

*\*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 Position is being filled on a *provisional* basis pending the results of a civil service 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 through the date posted, or until the flyer is removed.**

*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.*