

Greene County Workforce Development

Job Announcement – Assistant Director of Workforce Development

\$50,000-55,000 annually

This position supports the leadership and mission of the Columbia-Greene Career Center by facilitating employment and training program activities. This position is responsible for assisting both job seekers and businesses in meeting their workforce development needs through innovative and effective services. The incumbent is responsible for client outreach and recruitment, career counseling, job and career development, providing instruction related to job readiness and placement, and working with specific target populations and coordinating support services. The work is performed under the direct supervision of the Director of Economic Development in consultation with the Columbia-Greene Career Center Director and in accordance with Workforce Development Board policies and applicable WIOA regulations. Some leeway is permitted for the exercise of independent judgment in the performance of job duties and tasks. Does related work as required.

TYPICAL WORK ACTIVITIES: *(The typical work activities listed below are illustrative only. Incumbents in this title may perform some or all of the following, as well as other related activities not described).*

- Provides customers with registration materials, conducts initial assessments, gathers relevant data, and develops individualized employment plans based on training needs and available resources;
- Facilitates outreach, intake, and orientation sessions to connect customers with one-stop services and available support programs;
- Assists job seekers in identifying employment goals and navigating pathways to training and employment opportunities;
- Ensures compliance with the federal Workforce Innovation and Opportunity Act (WIOA) guidelines and performance standards by accurately documenting participant activity and tracking outcomes in the New York State (NYS) database;
- Researches and compiles information on current and emerging in-demand occupations and associated wage data;
- Builds and maintains strong partnerships with existing training providers while actively sourcing and developing relationships with new providers to meet participant needs;
- Maintains relationships with partner programs and community-based agencies to support customer referrals and reduce employment barriers;
- Conducts personalized career coaching sessions, including resume development, mock interviews, and job readiness workshops;
- Develops an understanding of the local labor market and employer needs to better align services with workforce demands;
- Analyzes workforce trends and service data to identify employment patterns and inform program development and resource planning.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the characteristics, needs, and interests of the customer population served; Good knowledge of community agencies, facilities, and services which can be utilized to aide customers; Good knowledge of modern office/business terminology, procedures, and equipment; Working knowledge of social media platforms; Ability to work with diverse populations, including youth; Ability to utilize common office software programs, such as word processing, spreadsheets, and databases; Ability to conduct effective interviews; Ability to organize, prepare, and maintain accurate records, reports, and files; Ability to communicate effectively both verbally and in writing; Ability to work effectively with customers, coworkers, and staff of external agencies; Ability to follow detailed written and verbal directions; Strong multitasking skills with the ability to manage competing priorities, provide support to customers, coworkers, and partners, and maintain a positive, solution-oriented attitude; Good judgment; Resourcefulness; Dependability; Tactfulness; and Courtesy.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma **AND:**

- A. Possession of a Bachelor's degree in Public Administration, Business Administration, Human Resources Administration, Human Services, Political Science, Social Science, Social Work, Counseling, or a related field;
- OR**
- B. Possession of an Associates degree in Public Administration, Business Administration, Human Resources Administration, Human Services, Political Science, Social Science, Social Work, Counseling, or a related field **and** two (2) years of full-time, paid experience working in public or business administration, human resources, human services, or a related field;
- OR**
- C. Any equivalent combination of training and experience

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. 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.

Submission of a Greene County employment application is required that shows you meet the minimum qualifications for this position. You are responsible for an accurate and clear description of your experience. **You may include a resume but do not substitute a resume.**

Applications can be obtained at: <https://greenecountyny.gov/wp-content/uploads/2025/09/GC-HR-EMPLOYMENT-APPLICATION-WITH-CONSENT-RELEASE-FORM-2025.pdf>

Qualified candidates should submit applications to the Greene County Human Resources Department, 411 Main Street, Catskill, NY 12414 or hr@greenecountyny.gov.

NOTE: Applicants or those eligible for original appointment to positions in the classified service in Greene County Government that receive a conditional offer of employment must successfully pass a drug screen and background check.