

**Greene County Workforce Development Job Announcement –
Director of Workforce Investment Career Center and Youth Services Workforce**
\$60,000-65,000 annually

This position has overall administrative responsibility for all employment and training operations, currently funded through the Workforce Innovation & Opportunity Act (WIOA). The work involves managing the WIOA Title I Subrecipient for Columbia and Greene Counties; oversight of the data that goes into meeting local performance measures; coordination of weekly and monthly fiscal reporting to regional WIOA grant recipient; oversight of the Workforce Investment Office's operating budgets in conjunction with the Director of Economic Development and the Workforce Development Board; coordinating business and customer services, and supervising the Office's administrative and client services staff. The incumbent understands WIOA requirements and performance standards, using a New York State database to document participant activity and track outcomes facilitating the attainment of WIOA or individual grant performance standards. The work is performed under the direct supervision of the Director of Economic Development and in accordance with Workforce Development Board policies and 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.)*

- Manages the One-Stop Career Center, responsible for coordinating local business services, and job search career planning, skill development, and training services for youth, adults, and dislocated workers;
- Supervises all Career Center operations, which houses staff from all required local partners, including labor, adult education, and vocational rehabilitation, including supervision and performance management of WIOA-funded personnel;
- Directly responsible for Columbia-Greene Career Center program development and planning activities, oversight of any corrective action programs set forth by the Workforce Development Board and/or New York State Department of Labor, and compliance with Equal Opportunity, accessibility, and nondiscrimination requirements for the Columbia-Greene Workforce Investment Office and the Job Center;
- Performs a variety of marketing activities focused on the business community in direct partnership with the Workforce Development Board;
- Oversees the operation of the WIOA Title I Services for Columbia and Greene Counties in compliance with policy set by the Columbia-Greene Workforce Development Board and Federal Regulations;
- Maintains liaisons with various partner programs and community-based agencies for the benefit of customers and refers customers to appropriate agencies to reduce barriers to employment;
- Performs the duties of an Account Representative with individual businesses and companies, assisting them with filling job openings, obtaining/arranging appropriate customized training funds, and developing and managing the WIOA On-the-Job Training (OJT) programs/Work Experience/Summer Youth, including WIOA out of school youth;
- Executes and monitors all WIOA training contracts with business customers;
- Works with job seeking customers for the purpose of educating them on the local labor market and the workforce needs of local employers;
- Assists eligible out of school youth customers with access to the 14 elements under WIOA, including but not limited to client recruitment, counseling, job development, career development, workshop presentation and related instruction in terms of career development and job placement.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough 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; Ability to interpret and implement governmental regulations; Ability to develop and manage budgets; 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; 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, Marketing, Human Services, Political Science, Social Science, Social Work, Counseling, or a related field **and** two (2) years of full time, paid experience working with a non-profit or governmental Board of Directors **OR** working in public or business administration, human resources, human services, or a related field;
- OR**
- B. 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.