**L.E.A.P.**

**JOB DESCRIPTION**

**Job Title:** Career Center Coordinator

**Department:** Career and Family Services

**Status:** Non-Exempt

**Location:** Broadway Program Suite

**Reports To:** Career and Family Services Program Director

**Grade Scale:**  Tier 5

**Approved by: Board of Directors**

**Approved Date: 3/2/2020**

**Agency-wide Responsibilities:**

*It is the understanding and expectation of this organization that all employees will take the opportunity to contribute to the overall success and mission of the agency above and beyond the basic requirements of their job. The following are general responsibilities of all L.E.A.P. employees:*

* Adhere to the agency’s policy on confidentiality both within the Agency and community and adhere to all Agency and program policies and procedures.
* Work closely with all staff to ensure an integrated approach and provide comprehensive services to clients, children and families.
* Utilize professional reading, writing and communication skills in order to carry out the necessary job requirements.

**Career Center Coordinator Responsibilities:**

*L.E.A.P.’s Career Center Coordinator is directly responsible to the Career and Family Services Program Director and coordinates the activities of a wide variety of local Employment and Training Program operations. Typical work activities will include but not be limited to the following:*

1. Assist the Career and Family Services Program Director in coordinating the planning development and implementation of the local workforce plan in Washington County in cooperation with the Workforce Development Board (WDB) and other counties in the local workforce area (Saratoga and Warren Counties);
2. Assist the Career and Family Services Program Director in coordinating the planning development and operation of the Career Center in cooperation with other partner agencies and under the policies of the local WDB and NYS Department of Labor;
3. Assist the Career and Family Services Program Director with 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;
4. Assist the Career and Family Services Program Director with the preparation of local agency budgets and the financial management systems of Employment and Training programs and coordinate such with county and state reporting and tracking requirements;
5. Provide technical interpretations and assistance to the Career and Family Services Program Director and Executive Director regarding Federal, State, and local rules and regulations governing the Agency’s workforce development programs;
6. Establish and maintain 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;
7. Oversee and direct 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 the Agency’s training programs;
8. Review the results of economic or demographic studies and analyses of the labor force to determine occupations which would provide maximum employment opportunities for Agency clients;
9. Recommend Employment and Training policies and programs to the Executive Director for the County Board of Supervisors;
10. Keep abreast of Federal, State, and local policies, rules, and regulations and changes affecting the Agency’s Employment and Training programs;
11. Coordinate the formulation of implementation of an Employment and Training program information reporting and monitoring system;
12. Oversee the planning and preparation of special studies and reports on Employment and Training trends and issues;
13. Speak to various groups in the community about the goals and objectives of Employment and Training programs, and in partnership with the Development and Outreach Coordinator, disseminate information to the public with bulletins, news releases, and contact with the media.

**Qualifications:**

1. Graduation from a regionally accredited or New York State registered college or university with a bachelor’s degree or higher in public or business administration, industrial or labor relations, economics, social science or related field and a minimum of 2 years of full-time experience in employment program planning and development and analysis, personnel counseling or placement, public or business administration, economics or labor relations, or related field. The 2 years of experience must have been in a supervisory capacity.
2. Valid NYS driver’s license
3. Be able to lead, take initiative and be a pro-active problem-solver.