Director Of Manpower Planning

General Statement Of Duties: Directs the planning, coordination, and supervision of all operations of the Bureau of Manpower planning; does related work as required

Distinguishing Features Of The Class: This is important administrative work involving responsibility for organizing and directing all activities and services of a large professional and non-professional staff engaged in developing, over-seeing and implementing the local Manpower Programs. Direction over the program involves relating applicable fiscal policy, economic growth, and technological change to upgrade and improve job skills of unemployed, under-employed and economically disadvantaged program clients and to improve total employment opportunity in the municipality. The duties of the position program success and efficiency. The work is performed under the administrative direction of the Commissioner of Human Resources, with wide leeway allowed for exercise of independent judgment in carrying out details of the work. Supervision is exercised over the work of several agency employees.

Examples Of Work: (Illustrative only)

Oversees, coordinates and directs the planning and development of the Manpower Bureau of the Human Resources Department;
Directs the preparation and execution of contracts and agreements with training or educational institutions, private industry and Federal and local governments to provide training and/or employment for program clients;
Maintains top-level contract with government officials, representatives of industry, labor and community leaders regarding Manpower goals, programs and objectives;
Oversees and directs assessment of the impact of technological change in industry, occupations, skills, and job requirements to determine the need for and to facilitate the training and placement of Manpower clients;
Oversees and directs the preparation and implantation of a management information reporting and monitoring system for the agency;
Keeps abreast of Federal, State and local policy, rules and regulation changes regarding the program;
Speaks to various groups in the community about the work of the agency and generally disseminates information to the public through bulletins, news releases and the media;
Directs the planning and preparation of special studies and reports on Manpower trends and problems;
Prepares a wide variety of records and reports.

Required Knowledge, Skills And Abilities: Thorough knowledge of principles, practices and techniques of administrative, social and demographic research and analysis; thorough knowledge of labor and poverty economics and social science concepts related to poverty and unemployment; thorough knowledge of occupational conditions, trends and job development; good knowledge of concepts and methods used in development and
maintenance of information processing systems; good knowledge of the legal environment of public administration related to local Manpower Programs; ability to plan and supervise the work of others on a large scale; ability to establish and maintain effective working relationships with clients, private and governmental agencies and labor groups; ability to prepare and supervise the preparation of complex and detailed records and reports; skill in collecting, organizing, analyzing and interpreting data and information related to Manpower Programs and problems; ability to express oneself effectively both orally and in writing; ability to understand oral and written directions; good physical condition.

Acceptable Training And Experience: Either:

(1) Graduation from a regionally accredited or New York State registered college or university with a Bachelor’s degree in public or business administration, social science, human services or resources or related field, and five years of full-time satisfactory experience in job or manpower development and analysis, personnel counseling or placement, public administration, economics, labor or industrial relations or a related field, three years of which shall have been in a responsible supervisory capacity; or

(2) Completion of a minimum of 60 semester credit hours at a regionally accredited or New York State registered college or university and eight years of experience described in (1) above; or

(3) An equivalent combination of training and experience.