

## **EDUCATION WORKFORCE COORDINATOR**

**JOB CODE:** 3083  
**AGENCY:** Tioga County Economic Development & Planning  
**CLASSIFICATION:** Competitive  
**SALARY GRADE:** Non-union  
**ADOPTED:** 11/10/2021, Reso. 263-21

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves high level administrative responsibility for assisting the Director of the Economic Development & Planning with a diverse range of economic and workforce development program functions. The position will be responsible for creating, facilitating and supporting an employer-led, industry-sector-focused education workforce coordination initiative that results in the attraction of talent, and informs worker training needs to meet the demand from current and prospective employers. The incumbent will develop relationships with local businesses and organizations, local school districts and post-secondary institutions, and community partners to identify and raise awareness of career opportunities in critical occupations. Additionally, the incumbent will help to place emphasis on improving the basic skills and employability of workers, providing skills/career training in targeted fields, and increasing collaboration and coordination of workforce development efforts. Work is performed under general supervision of the Director of Economic Development & Planning or their designee with leeway allowed in the exercise of independent judgment. Incumbent must be willing and flexible to work non-traditional hours when needed (evenings and weekends). Does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Implements the 2020-2025 Tioga County Workforce Development Strategy;
- Works with Tioga County local schools districts and Board of Cooperative Educational Services (BOCES) by assisting in the creation of on-the-job learning opportunities (apprenticeships, cooperative learning, internships) programs for students driven by industry workforce needs;
- Act as a liaison between Tioga County school districts, post-secondary institutions and local and regional industry leaders to assist in successfully building career pathways for students that link directly to local businesses;
- Facilitates the creation and management of a Talent Supply Table to enable knowledge exchange and dialogue to explore how the industry and education sectors may work more collaboratively, share resources and support talent development;
- Identifies commonalities in surrounding counties and develops new programs to help eliminate gaps between education and the region's workforce;
- Identifies, develops and maintains workforce development partnerships and networks with other program coordinators;
- Prepares Federal and/or state grant applications and administer grants received in compliance with grant terms and conditions;
- Administers and monitors economic and workforce development related grants awarded to the County to ensure compliance with applicable laws, rules and regulations;
- Develops effective working relationships with local and regional workforce agencies and employers, and maintains regular contact in order to monitor employment satisfaction;
- Assesses the staffing needs of businesses and track employment placement and retention outcomes for program participants;
- Assists in developing program marketing materials including brochures and other methods to advertise program services;
- Markets all programs to businesses and community-based organizations;
- Prepares materials for and support completion of monthly reports and budgets as requested;
- Gathers, analyzes and processes program data;

## 2. Education Workforce Coordinator

- Organizes, plans, and executes workforce development events as necessary for various assigned projects;
- Participates in professional development through appropriate conferences, workshops, seminars, or webinars;
- Provides input to TCIDA Board of Directors and/or their Designee and makes recommendations for improvements to workforce programs;

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of business, sales, marketing, and economic factors within Tioga and surrounding counties; good knowledge of regional school districts and BOCES system; working knowledge of both program and financial management; working knowledge of workforce development principals; working knowledge of public relation methods and techniques; working knowledge of the geography of Tioga County; Working knowledge of MS Office Suite (Word, Excel, Power Point) ability to prepare and present moderately complex reports effectively; ability to express oneself clearly and concisely, both orally and in writing; ability to understand complex oral and written directions; ability to establish and maintain collaborative working relationships with civic leaders, prospects, public officials, the general public and work associates; ability to research, prepare and monitor grant applications; ability to work independently; effective time management skills; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS (Either):**

- a. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in business, finance, economics, education, education administration, planning, public administration, or a closely related field; **OR**
- b. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in business, finance, economics, education, education administration, planning, public administration, or a closely related field **AND** two (2) years of full-time professional experience or its part-time equivalent in business management, education, education administration, public administration, planning, finance, marketing, or similar field; **OR**
- c. An equivalent combination of training and experience as defined by the limits of (a) and (b) above.