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MAYOR

CITY OF ALBANY
DEPARTMENT OF ADMINISTRATIVE SERVICES
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PERSONNEL * EQUAL OPPORTUNITY EMPLOYMENT * FAIR HOUSING * PURCHASING

PLEASE POST CONSPICUOUSLY

February 15, 2013

TO: All City of Albany Departments & Divisions

SUBJECT: Notice of Job Opening –

Workforce Advisor
Department of Recreation
Youth and Workforce Services

The **Department of Recreation – Youth and Workforce Services** has one (1) vacancy for the position of **Workforce Advisor** at a rate of **\$37,500/year @ 37.5 hours/week.**

Applicants must meet the requirements as outlined in the attached job description. This position is a competitive class Civil Service position that may be filled on a provisional basis pending the outcome of the Civil Service examination.

Anyone who is interested in applying for this job should forward a resume AND application to the Department of Administrative Services, City Hall, Room 301, Albany, NY 12207 no later than **Tuesday, March 5, 2013.**

PLEASE POST FOR 10 (TEN) BUSINESS DAYS UNTIL
TUESDAY, MARCH 5, 2013

An Equal Opportunity /Affirmative Action Employer

WORKFORCE ADVISOR

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of a supervisor, the incumbent in this position is responsible for increasing the awareness and achievability of STEM (science, technology, engineering and math) careers to disconnected youth, low income adults, dislocated workers and veterans. In addition, responsibilities will include assisting clients in enrollment in STEM education and training programs, obtaining credentials, finding career employment with advancement opportunities. The incumbent establishes working relationships with local businesses to ensure employability skill sets meet the needs of the employer.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Makes appropriate job referrals, matching customer skills and abilities to employer requirements;
- Facilitating Center workshops;
- Conducting advising sessions regarding job attitude, job seeking and keeping skills, self esteem activities, career exploration and labor market information;
- Assisting customers in creating and organizing job search materials;
- Meeting with service agencies to promote program activities;
- Attending and participating in case management meetings;
- Making appropriate referrals for additional services;
- Visits employer locations, obtains requirements of jobs and visits job sites to assess clients plans;
- Participating in Center and Functional team meetings;
- Participating in staff development activities.
- Presents workshops on employment and selecting career paths;
- Recruits employers and secures participation in the development of customized career plans of workers (workforce needs and requirements);
- Identifies, assesses, and targets individuals with STEM skills to meet the needs of the region's employers;
- Arranges, schedules, and hosts Business Panel Discussions with employers seeking workers;
- Educates staff members at schools, community organizations and parent groups to stress the opportunities that lie with STEM related careers;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of One Stop Office System (computer software);
- Good knowledge of WIA programs and services;
- Good knowledge and understanding of program performance standards;
- Good knowledge of community services and referrals;

- Good knowledge of available training and educational programs;
- Good knowledge of community organizations and human service agencies;
- Good knowledge of federal, state and local employment and training regulations;
- Good knowledge of personal computers, including database systems and office equipment;
- Ability to establish and maintain effective interpersonal relationships with clients, employers and training agencies;
- Ability to prepare and interpret narrative and tabular reports;
- Ability to clearly and concisely evaluate, in writing, a client's assessment and plan;
- Ability to communicate effectively both orally and in writing;
- Ability to solve problems, including making evaluations and reaching conclusions;
- Ability to work cooperatively with all partner staff;
- Strong communication skills;
- Strong organizational skills;
- Strong customer service skills;
- Accurate and attentive to detail;
- Computer skills, including ability to use word processing programs;
- Vehicle and clean driver's license.
- Good judgment;
- Courtesy and tact;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree and one (1) fulltime paid experience in counseling, casework, employment interviewing or related work in a community action or similar agency dealing with the employment or training of economically disadvantaged minority or low income persons; **OR**
- B. Graduation from a regionally accredited or New York State registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree and three (3) years of the required fulltime paid experience described in (A) above; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and five (5) years of the required fulltime paid experience described in (A) above; **OR**
- D. Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

SPECIAL NOTE:

*Internship training experience may be substituted for its part-time equivalent.