

## **RE-ENTRY GRANT COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional administrative position at the supervisory level involving the responsibility for overseeing and coordinating segments of employment and training programs involving Re-Entry and Recovery for the Office of Employment and Training. The work involves considerable contact with public officials, professionals, and civic organizations and other interested social and community groups. This class differs from that of Employment and Training Coordinator as a result of the specialized knowledge, complexity, and scope of the duties of the position. The work is performed under the general supervision of the Director of the Office of Employment or other higher-level professional of the agency. Does related work as required. General supervision is exercised over the work of professional and non-professional employees in a specific unit.

### **TYPICAL WORK ACTIVITIES:**

Plans, implements, and evaluates various programs of the Office of Employment and Training and coordinates agency operations with other public and/or private agencies involving Reentry and Recovery to ensure comprehensive services to clients;

Interprets Federal, State, and local rules and regulations relating to the implementation of the Workforce Innovation and Opportunity Act;

Assists in planning, conducting, and overseeing a staff training and development program; Plans, organizes, and supervises the work activities of subordinate professional and non-professional agency employees;

Coordinates case management functions of assigned staff to ensure that work experience, training, education, and support services are delivered in the most efficient manner to maximize client potential;

Performs difficult and complex administrative duties related to the OET program development, coordination and analysis;

Establishes and maintains liaison with representatives from City of Binghamton Drug Court, ACBC and other treatment and outreach not-for-profits, private industry, non-profit organizations, and governmental agencies to enlist their participation in Employment and Training Programs;

Assists the Agency head in developing long-range plans to maintain continuous services for effective program

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development and assists in drafting of grant applications to support the Re-Entry and Recovery Unit;  
Ensures the proper operation of correct administrative policies related to formulation of procedures for reviewing, analyzing and evaluating Agency systems and programs;  
Prepares and interprets a wide variety of narrative and tabular records and reports necessary for control and operation of Agency activities and to provide required information to Grantors, including, but not limited to the Economic Development Agency, Appalachian Regional Council, Southern Tier 8, and New Energy New York.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the challenges faced by individuals in Re-Entry and Recovery;  
Good knowledge of regional workforce development ecosystem and social science concepts related to poverty and unemployment;  
Good knowledge of local occupational conditions and trends;  
Good knowledge of concepts and methods used in the development and maintenance of information processing systems;  
Ability to interpret complex narrative and tabular reports;  
Ability to plan and supervise the work of others on a moderately large scale;  
Ability to establish and maintain effective working relationships with clients, private and governmental agencies' labor representatives;  
Ability to communicate effectively both orally and in writing;  
Ability to understand oral and written directions;  
Ability to prepare, analyze, and maintain a variety of reports;  
Skill in organizing and analyzing information related to Employment and Training Programs;  
Patience, Empathy, Understanding, Tact.

### **MINIMUM QUALIFICATIONS:**

A) Possession of a Bachelor's Degree in public or business administration, industrial or labor relations, economics, political science, social or behavioral science, human services, or closely related field and two years of experience in job or training development and analysis,

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personnel counseling or placement, public or business administration, economics, labor relations or human services specializing in non-profit program management, one year of which must have been in a supervisory capacity; OR

B) Possession of an Associate's Degree in public or business administration, industrial or labor relations, economics, political science, social or behavioral science, human services, or closely related field, and four years of experience in job or training development and analysis, personnel counseling or placement, public or business administration, economics, labor relations, human services specializing in non-profit program management, one year of which must have been in a supervisory capacity; OR

C) Graduation from high school or possession of an equivalency diploma and six years of experience in job or training development and analysis, personnel counseling or placement, public or business administration, economics, labor relations, human services specializing in non-profit program management, one year of which must have been in a supervisory capacity; OR

D) An equivalent combination of training and experience as defined by the limits of A), B), and C).

**NOTE:** Your degree must have been awarded by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of education. If your degree was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency.