

STAFF DEVELOPMENT DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves administering the staff development program in the Department of Social Services, including orientation and in-service training of all professional and clerical employees. Employees in this class also supervise the educational leave program of the agency. Work is performed under the administrative direction of the Commissioner of Social Services with considerable leeway allowed for the exercise of independent judgement in planning and executing assignments. Supervision is exercised over the work of a Staff Development Specialist and other assigned staff in the planning and conducting of the staff development program. Does related work as required.

TYPICAL WORK ACTIVITIES:

Administers all training activities of the agency; Supervises and may personally conduct the preparation and implementation of a formalized orientation program for all newly appointed staff;
Develops formalized training procedures and programs for a continuous in-service training program for all employees;
Makes arrangements for physical facilities and equipment for training sessions;
Supervises the development, revision and installation of standard or specialized training programs, outlines and materials;
Conducts studies to determine training needs, establishes criteria and evaluates results;
Makes recommendations regarding the selection of employees to attend institutes, seminars, conferences, etc.;
Develops a selection process through which employees are chosen for educational leave;
Organizes and gives guidance to employee committees participating in the development of training programs;
Maintains contact with all schools where employees are, or may be attending;
Recommends assignments of persons returning from educational leave.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of principles, practices and techniques of developing, supervising and evaluating training programs;
Thorough knowledge of casework content and principles of supervision and management;
Good knowledge of Federal, State and local public welfare laws and programs;
Good knowledge of case recording principles;
Ability to supervise professional training staff;
Ability to plan and develop curricula and lesson plans and to teach both professional and clerical employees directed toward integrating the staff development program with the ongoing operation of the agency;
Ability to write clear and accurate reports and records;

Ability to establish and maintain successful relationships with people;
Ability to work as part of senior management team;
Ability to perform close, detail work involving considerable visual effort and strain;
Ability to operate a personal computer;
Good judgement.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in social work, public administration, human resources, or closely related field and:

- (1) One year of experience as a staff development supervisor in a public service agency; OR
- (2) Three years of experience in a social services agency adhering to acceptable standards and one additional year in any one of the following areas:
 - (a) Planning, developing or supervising of staff development programs in a social work agency adhering to acceptable standards; or
 - (b) Planning, developing or supervision of student field work for an accredited school of social work; or
 - (c) Teaching at a recognized graduate school of social work; or
 - (d) An equivalent combination of training and experience as defined by the limits of (a), (b) and (c) above.