

STAFF DEVELOPMENT COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is liaison work involving the responsibility for coordinating the planning, directing and implementation of training and educational activities of all employees including orientation, in-service training and educational leave. Work is performed under the general direction of the Deputy Commissioner of Social Services in accordance with established staff development policies and objectives. Technical consultation and assistance for carrying out the objectives of this program are provided by the State Bureau of Training-Staff Development Personnel. Manages departmental contracts in process, including performance based measures when applicable. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Develop and provide orientation programs for all new employees;

Provide proper training in the basic competencies for new employees, i.e. interviewing skills, etc.

Coordinate all job training programs in the Social Services agency;

Conduct studies to identify training and education needs of the agency;

Responsible for on-going training and development of employees;

Develops training programs to meet these needs;

Coordinates all matters relating to training and education programs;

Prepares and submits to a staff development training plan for the agency;

Maintains materials relating to training programs such as media, books and related materials.

Represents the agency's training needs at various regional and state meetings.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of computer and other office equipment, as well as standard computer office applications and software, good knowledge of the principles and practices of conducting a staff development program; working knowledge of principles and practices of social casework; working knowledge of federal, state and local public welfare laws and programs; ability to plan and develop curricula and lesson plans; ability to analyze jobs, functions and problems; ability to assist in implementing training programs; ability to write clear and accurate reports and records; ability to establish and maintain effective relationships with people; good judgment; emotional maturity, resourcefulness; initiative and tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or NYS registered four year college with a Bachelor's Degree and two years of full-time paid social work experience in an agency adhering to acceptable standards; or
- (b) Graduation with a Master's Degree in social work or successful completion of two full years of study in a regionally accredited or NYS registered school of social work.

NOTE: Full-time paid experience in a supervisory level position, teaching or in the planning, development, and supervision of in-service training may be substituted for two years of social work experience on a year for year basis.

Successful completion of one year of graduate study in a regionally accredited or NYS registered college or university in any field may be substituted for one year of this required experience.

Jurisdiction Class:	Competitive
Civil Division:	County
Adoption by CCSC:	September 9, 1992
Revised by PO:	April 7, 2009

