



JOB VACANCY

Date: July 27, 2011

Title: Director of the Office of Apprenticeship

Location: Division of Employment and Workforce Solutions
Apprenticeship Unit, Building 12, Albany, NY

Travel Requirements: This position will include moderate travel.

Standard Duties:

Oversee the New York State (NYS) Registered Apprenticeship Training Program and act as Secretary of the State Apprenticeship and Training Council and State joint apprenticeship committees, as stated in New York State Labor Law, Article 23.

Responsible for ensuring quality apprenticeship programs, policy and procedure development, safeguarding the welfare of apprentices, providing equality of access to programs, and disseminating employment and training information to sponsors, stakeholders, and partners.

Work with the New York State Apprenticeship and Training Council, skilled trade unions, business and labor associations, merit shops, educational institutions, the NYS Education Department, and government sponsors to promote Apprenticeship and provide NYS with a proven training system resulting in a skilled workforce.

Work with local workforce investment areas to identify workforce needs in each economic sector within the State.

Oversee staff, whose responsibilities include policy development, program administration and oversight, analysis of training outlines, program monitoring and marketing.

Ensure consistent enforcement of rules, regulations, and policies throughout the State.

Develop the State's talent pipeline by securing buy-in from sponsors, stakeholders, and partners to initiate youth apprenticeship qualifying programs. Promotional activities include advising educational institutions about the value of apprenticeship which is known as the "Other Four-Year Degree" program.

Explore opportunities to expand both traditional apprenticeship programs and develop new training programs to meet the needs of changing technology, demographics, and globalization. Expansion of job development in areas such as alternative energy and green jobs, as well as developing strong linkages with local community colleges, is critical to the economic success of the State and will be a focus of the Director.

Qualifications:

Experience working with community based organizations, private industry employers, labor management organizations, unions or government agencies who acted in an administrative or management capacity and was involved in the design, development and delivery of training programs. Professional and/or educational background in law/legal matters; program and data analysis; recruitment/hiring process; advocating affirmative action in the workplace or marketplace; and implementing policies, procedures and laws would be beneficial.

Applicants must possess: strong communication and public speaking skills; ability to mediate and resolve conflicts; analytical skills; ability to interact effectively with executive level management, large unions, employer associations, employers, educational institutions, various government agencies and staff; and innovative approaches that will further program goals.

Bachelors degree preferred.

Qualified candidates must submit a résumé and references by August 15, 2011 to:

Karen A. Coleman

Director, Division of Employment and Workforce Solutions

State Office Campus

Building 12, Room 450

Albany, NY 12240