Applications are being accepted for the position of Staff Development Coordinator within the Department of Social Services. This position will be filled provisionally pending Civil Service Examination at a later date.

Applications Accepted up to the close of business day: **August 2, 2016**

2016 Salary: **$45,387**

**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 Commissioner of Social Service 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 Department of Social Services, Office of Human Resources Management. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Develop and conduct orientation programs for all new employees;
- Provide training in the basic competencies for new employees, i.e. interviewing skills, etc.;
- Coordinates all matters relating to training and educational programs in the Social Services Agency;
- Conduct studies to identify training and educational needs of the agency;
- Assists in the development of training programs to meet these needs; Responsible for on-going training and development of employees;
- May conduct all or part of a formalized training plan for the agency; Maintains materials relating to training programs such as films, books and related material;
- Makes arrangements for the physical facilities and equipment for training sessions;
- Maintains records of employee educational leave as well as the processing of tuition and/or reimbursement for employee education.

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

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 Social Services 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 perform close, detail work involving considerable visual effort; ability to operate a computer; ability to establish and maintain effective relationships with people; good judgment; emotional maturity; resourcefulness; initiative and tact;

**MINIMUM QUALIFICATIONS:**

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 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.