

STAFF DEVELOPMENT COORDINATOR

GENERAL STATEMENT OF DUTIES: Under general direction coordinates the planning, directing and implementation of training and educational activities of all employees; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is liaison work involving the responsibility for coordinating the development of the entire staff development program of an agency including orientation, in-service training and educational leave for all employees. Work is performed under the general direction of the 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 Department of Social Services, Staff Development Personnel.

EXAMPLES OF WORK: (Illustrative Only)

- Conducts studies to identify training and educational needs of an agency;
- Assists in the development of training programs to meet these needs;
- May conduct portions of a formalized training program;
- May conduct the departmental orientation program;
- Makes arrangements for the physical facilities and equipment for training sessions;
- Coordinates all matters relating to training and educational programs;
- Maintains records of employee educational leave as well as the processing of tuition and/or reimbursement for employee education;
- Prepares and submits a staff development training plan for the agency;
- Maintains materials relating to training programs such as films, books and related material.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: 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 maintains effective relationships with people; good judgment; emotional maturity; resourcefulness; initiative and tact; and good physical condition.

ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a regionally accredited or New York State registered four year college with a bachelor's degree; and any one of the following:

- (A) Three years of full-time paid social work experience in an agency adhering to acceptable standards; **OR**
- (B) Three years of full-time paid experience as a Senior, or higher level, social welfare examiner in a state or local Social Services agency; **OR**
- (C) Three years of full-time paid experience as a certified teacher; **OR**
- (D) Any combination of the above described experience totaling three years.