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FULL TIME POSITION:

DIRECTOR OF IMPLEMENTATION, INDUSTRIAL & CONSTRUCTION INDUSTRY PARTNERSHIPS WORKFORCE DEVELOPMENT DIVISION

Agency Description:

The Department of Small Business Services (SBS) helps unlock economic potential and create economic security for all New Yorkers by connecting New Yorkers to good jobs, creating stronger businesses, and building a fairer economy in neighborhoods across the five boroughs.

Job Description:

SBS seek a Director of Implementation to lead the successful execution, evaluation, refinement, and scaling of the portfolio of industrial and construction occupational training programs. Each of these programs is designed with the Construction and Industrial Industry Partnerships in response to industry demand to meet an ambitious set of goals: deliver quality employment outcomes for participants, create viable talent for local employers, and support the long-term alignment of training and education with industry demand. The multimillion dollar portfolio will offer occupational trainings for up to 800 candidates annually and integrate their offerings with pre-training services, internships and externships, and supportive services.

Each of these programs has been developed and continues to be refined in close partnership with industry, academic institutions, and other key public and private partners, and they are delivered by a variety of public and private training and education providers with the assistance of SBS' Workforce1 Industrial and Transportation Career Center. With the support of two direct reports who are responsible for day-to-day management and oversight, the Director is responsible for guiding these partners toward success, distilling learnings and best practices, and surfacing opportunities for improvement, expansion, and long-term sustainability through NYC's educational and training providers.

Essential Responsibilities:

- Manage two Program Managers and a number of public and private training providers toward successful and on-time implementation of occupational training programs in a metrics-driven environment by:
 - Setting strategy and goals for individual programs and the entire training portfolio
 - Driving programmatic improvement using employer feedback, programmatic learnings, and growing the program team's industry expertise and content-specific knowledge
 - Drafting and overseeing contracts and budgets for programs across a variety of training providers
 - Troubleshooting roadblocks independently and capitalizing on challenges to identify structural improvements for future program delivery
 - Ensuring training curricula, assessments, and models are responsive to employers' workforce needs and provide viable career opportunities for trainees
 - Working with internal and external partners to negotiate contractual and/or partnership terms of engagement
 - Incorporating learnings and best practices from existing programs
 - Identifying and leveraging additional resources to support programs
- Manage existing relationships and foster new collaborations with key stakeholders and partners, including the Workforce1 Industrial and Transportation Career Center, that result in positive, successful, long-term partnerships
- Surface opportunities to leverage programmatic learnings and activities into long-term, sustainable alignment between the hiring needs of employers in the industrial and construction space and NYC training and education providers
- Provide guidance, feedback, and support to two direct reports to deliver on performance goals and to develop as professionals
- Collaborate with the Directors of Implementation across industry-aligned training teams to develop and implement standards and best practices for sector-based training that can be shared across NYC's workforce development community
- Collaborate with the Directors of Technology Training and Healthcare Training to implement standards and best practices for training program operations that can be shared across the sector training teams at SBS

The Workforce Development Corporation is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities.



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Preferred Skills:

- Exceptional project and partnership management skills, with experience planning, implementing and managing complex projects involving multiple, diverse stakeholders
- Superior communication and writing skills; ability to interface with a diversity of partners, manage high-level relationships, and resolve conflicts in consensus-driven environment
- Evidence of being a creative, persistent, analytical problem solver
- Integrity, credibility, and a commitment to the Career Pathways mission
- Experience or understanding of the industrial and construction sectors, including employer demand for occupational skills and competencies
- Proficiency in Microsoft Office applications and willingness to learn new technological systems

Qualification:

1. A baccalaureate degree from an accredited college and 5 years of full-time paid experience acquired within the last fifteen years, of advisory or administrative experience including handling of business promotion or economic problems, at least 2 years of which must have been in a managerial or executive capacity with primary focus on business promotion or urban economic planning; or
2. A satisfactory equivalent combination of education or experience. However, all candidates must have 2 years of managerial or executive experience as described above. Appropriate graduate study in an accredited college may be substituted for the general experience on a year-to-year basis. All candidates must be high school graduates or possess evidence of having passed an examination for the high school equivalency diploma or possess a United States Armed Forces GED Certificate with a score of at least 35 on each of the five tests and an overall score of at least 225 in the examination for the diploma or certificate.
3. Experience primarily in advertising or promotion of retail sale will not be accepted toward meeting the minimum requirements.
4. Experience as an administrator or assistant administrator or as a director or assistant director of business services or as a director or assistant director of industrial planning or marketing in a large government of industrial unit or experience on a comparative administrative level in directing site planning or in administration of a large unit generating business expansion is acceptable toward meeting the managerial or executive experience requirements
5. Appropriate experience gained as a supervisor engaged in the economic aspects of urban renewal; or in a professional capacity handling losing, relocation or negotiation of economic sites; or business promotional activities related to vital projects; or duties in a comparable professional capacity is acceptable meeting the non-managerial experience requirements

To apply, please email your resume and cover letter including the following subject line: **Director of Implementation, Industrial and Construction Sector Training** to Leigh Shapiro, Executive Director, lshapiro@sbs.nyc.gov

ALSO: City Employees: Apply through Employee Self Service (ESS) at www.nyc.gov/ess search for Job ID # 268104
All Other Applicants: Go to www.nyc.gov/careers search by agency Small Business Services and search for **Job ID # 268104**

SALARY RANGE: Commensurate with Experience.

NYC RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT

Note: Only those candidates under consideration will be contacted.

If you do not have access to email, mail your cover letter & resume to:
Leigh Shapiro, c/o The NYC Department of Small Business Services
110 William Street, 8th Floor, New York, New York 10038

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