

FULL TIME POSITION:

Assistant Commissioner, Industry Partnerships Workforce Development Division

Agency Description:

The New York City Department of Small Business Services (SBS) is a dynamic, client-centered agency whose mission is to serve New York's small businesses, jobseekers and commercial districts. SBS makes it easier for companies in New York City to start, operate, and expand by providing direct assistance to business owners, supporting commercial districts, promoting financial and economic opportunity among minority- and women-owned businesses, preparing New Yorkers for jobs, and linking employers with a skilled and qualified workforce. SBS continues to reach for higher professional standards through innovative systems, new approaches to government, and a strong focus on its employees.

Workforce Development Division

The Workforce Development Division is dedicated to improving the economic mobility of all New Yorkers through the delivery of quality employment and training services. The first recommendation of Mayor de Blasio's workforce development strategy, *Career Pathways: One City, Working Together*, is expanding Industry Partnerships to ensure that New York City businesses are able to find the talent needed to thrive and grow and New Yorkers are equipped with the skills and qualifications needed to access jobs with family sustaining wages. Industry Partnerships are intermediaries between industry, government, organized labor, academia, philanthropy, community-based organizations and training providers that work together to drive the economic vitality of NYC through the development of a superior talent pool that is inclusive of all New Yorkers.

Job Description:

We are seeking an experienced professional to oversee our Industry Partnerships which include NYACH (New York Alliance for Careers in Healthcare), NYC Tech Talent Pipeline, and four new industry partnerships in construction, industrial, food service and retail. The Assistant Commissioner of Industry Partnerships will be responsible for fulfilling the Mayor's vision of transforming the New York City workforce development system through the expansion and creation of industry partnerships, S/he will work closely with the Mayor's Office of Workforce Development to ensure the city's \$500 million investment in workforce development is informed by and meets the needs of industry. S/he will be responsible to build a sustainable and robust pipeline of local talent to fill New York City's jobs.

Industry Partnerships will:

- ensure training is informed by employer demand by building real-time feedback loops between industry and training providers/education systems;
- design innovative training models that address labor shortages in the market;
- develop strategies to increase advancement opportunities for workers;
- devise methods of increasing profitability of businesses by improving employee retention and productivity;
- link employers, training providers, and workforce funders to catalyze systems change by serving as a lead convener, original researcher and thought-leader on workforce development;
- build adaptive capacity by creating and implementing strategies for long-term sustainable engagement between and among providers, employers, organized labor, workforce leaders and funders.

Specific Responsibilities:

- Oversee industry partnerships in healthcare, tech, construction, industrial, retail and food service.
- Identify and implement best practices across industry partnerships.



- Work with Mayor's Office of Workforce Development and external partners including philanthropy, community-based organizations, academia, other city agencies and organized labor to develop the framework for leveraging industry partnerships to drive city-wide training investments, capacity-building and candidate outreach.
- Work with Mayor's Office of Workforce Development and other partners to define sustainable funding strategies for new models.
- Develop and promote industry partnerships as a source of information and assistance to employers, business organizations, and community partners with respect to education, training, and employment activities.
- Represent the Agency/Division in meetings/events/presentations with employers, City Hall, City Council, City agencies and other stakeholders.
- Lead and participate in special projects as needed.

Preferred Skills:

- A master's degree from an accredited college in business, public administration, or a related field.
- Significant experience working with industry and employers.
- 8 plus years of program development and management.
- Significant experience in Change Management.
- Significant experience in external relations or partnership development.
- Significant knowledge of adult learning principles and occupational skills training
- Experience managing senior staff.
- Outstanding written and verbal communications skills, including formal presentation skills.
- Ability to represent the agency and confidence in presenting to senior level public and corporate leaders.
- Comfortable working in a fast-paced environment, managing multiple projects simultaneously and prioritizing projects to meet deadlines
- Proactive and collaborative style that works well in teams
- Knowledge of New York City labor market

Qualifications:

1. A baccalaureate degree from an accredited college and five years of full-time, satisfactory professional, technical or administrative experience in one or more of the following fields: business or public administration, contract management, community relations, or related fields; at least two years must have been in an administrative, managerial or executive capacity, or supervising professional personnel performing work in business or public administration.

How to Apply:

To apply for this position, please email your resume and cover letter including the following subject line:

Assistant Commissioner – Industry Partnerships to: careers@sbs.nyc.gov

ALSO APPLY:

City Employees: Apply through Employee Self Service (ESS) at www.nyc.gov/ess search for Job ID: **Assistant Commissioner, Industry Partnerships**

All Other Applicants: Go to www.nyc.gov/careers search for Job ID: **Assistant Commissioner, Industry Partnerships**

Salary: Commensurate with Experience

NOTE: Only those candidates under consideration will be contacted.

The Department of Small Business Services and the City of New York is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities.



NYC residency is required within 90 days of appointment (does not apply to all positions)

If you do not have access to email, mail your cover letter & resume to:
NYC Department of Small Business Services
Human Resources Unit
110 William Street
New York, New York 10038