

FULL TIME POSITION:

Senior Advisor Workforce Development

Agency Description:

The New York City Department of Small Business Services (SBS) is a vibrant, 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.

Job Description:

SBS implements workforce development programs through 14 Workforce1 Career Centers operated by contracted service providers, which include non-profit, for-profit and educational organizations. The Workforce1 Career Centers placed New Yorkers in over 34,000 jobs in 2011, and has a goal of 40,000 in 2012.

The Policy and Planning Unit within the Workforce Development Division sets the strategic priorities for the Workforce1 system, develops and manages special initiatives, and engages with stakeholders at city, state, and federal levels.

The WDD Policy and Planning team is seeking an experienced Senior Advisor for program development and management, federal and local policy engagement, and external support. The Senior Advisor will be responsible for the following, with additional tasks to be defined:

Specific responsibilities include:

- Design, develop, and implement program evaluations conducted by SBS staff and third party research firms for Workforce1 Career Centers and related programs
- Develop and implement a robust model for assessing and appropriately referring jobseekers to specialized services offered by partners
- Manage coordination with other city and state agencies involved in workforce development, including the Department of Education, the Department of Youth and Community Development, CUNY, the Mayor's Office of Adult Education, and the New York State Department of Labor
- Represent SBS to local, state, and federal stakeholders on workforce development topics including funding, advocacy, and best practices research
- Monitor technical workforce development policy and develop customized solutions for implementation
- Oversee two multi-agency programs designed to connect educational services to workforce development
- Manage special projects to advance job placement scale for the Workforce1 system

Preferred Skills:

- Master's Degree
- A minimum of two years of program development experience, including scoping, planning, implementing and managing projects involving diverse stakeholders
- Experience in building and managing relationships with a variety of individuals and organizations
- Experience meeting performance targets in a self-driven, results-focused environment
- Ability to analyze programs and policies based on numerical evidence

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- Superior ability to communicate effectively and responsively
- Strong organizational skills with exceptional attention to detail
- Documented interest in labor markets, workforce policy, economic indicators, and business trends
- Capacity to react quickly to problems as they arise and meet deadlines under pressure
- Experience setting strategic priorities or conducting organizational planning (preferred)
- Superior aptitude in Excel, Word, PowerPoint, and GIS (preferred)
- Foreign language skills a plus

Qualifications:

1. A baccalaureate degree from an accredited college and four years of satisfactory, full-time progressively responsible clerical/administrative experience requiring independent decision-making concerning program management or planning, allocation for resources and the scheduling and assignment of work, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
2. An associate degree or 60 semester credits from an accredited college and five years of satisfactory, full-time progressively responsible experience as described in "1" above, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
3. A four-year high school diploma or its educational equivalent and six years of satisfactory, full-time progressively responsible experience as described in "1" above, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
4. Education and/or experience equivalent to "1", "2" or "3" above. However, all candidates must possess the 18 months of administrative, managerial, executive or supervisory experience as described in "1", "2" or "3" above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the administrative, managerial, executive or supervisory experience described in "1", "2" or "3" above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3½ years.

How to Apply:

To apply for this position, please email your resume and cover letter including the following subject line: **Senior Advisor-Workforce Development** to: careers@sbs.nyc.gov

Salary range for this position is: \$55,000 - \$65,000 per year

NOTE: Only those candidates under consideration will be contacted.

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

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