

**DEPARTMENT:** ALL APPLICABLE [SOCIAL SERVICES]  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** SEPTEMBER 28, 2017

### **STAFF DEVELOPMENT COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This position has responsibility for coordinating the development of the entire staff development program of an agency including orientation, in-service training, and conference attendance for all employees. Work is performed under the general direction of the Deputy 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. Under general direction coordinates the planning, directing and implementation of training and educational activities of all employees. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

1. Conducts studies to identify training and educational needs of an agency;
2. Assists in the development of training programs to meet these needs;
3. May conduct portions of a formalized training program;
4. May conduct the departmental orientation program;
5. Makes arrangements for the physical facilities and equipment for training sessions;
6. Coordinates all matters relating to training and education programs;
7. Prepares and submits a staff development training plan for the agency;
8. Maintains materials relating to training programs such as films, books and related material.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the principles and practices of conducting a staff development program; effective presentation skills; ability to operate a computer and modern software applications at an acceptable rate of speed and accuracy; 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 maintain effective relationships with people; good judgment; emotional maturity; resourcefulness, initiative and tact; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

#### **OPEN-COMPETITIVE:**

Graduation from high school or possession of an equivalency diploma **AND**

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree and two (2) years of full-time paid teaching experience **OR** in the planning, development, and supervision of in-service training and staff development.