

## **FULL TIME POSITION:**

### **Assistant Commissioner, Training Workforce Development Division**

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#### **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. A key aspect of Mayor de Blasio's workforce development strategy, *Career Pathways: One City, Working Together*, is significantly increasing investments in training New Yorkers to provide greater access to jobs and careers that offer family sustaining wages while delivering talent to NYC businesses.

#### **Job Description:**

We are seeking an experienced professional to lead our training and skills building initiatives which include a range of industry informed trainings delivered through academic institutions, community-based organizations and other training providers and employer-based training programs delivered directly through employers including the following:

**Sector Trainings** – The Training and Building Skills team manages all aspects of implementation of training models designed through Industry Partnerships (Healthcare, Tech, Construction, Food Service, Retail, Industrial). This includes procurement of training providers, development of application and assessment processes, sourcing and outreach of trainees, delivery of supportive services, and strategies for ensuring completion and post training employment.

**Employer-based Trainings** – SBS currently runs two employer-based training programs, Customized Training and New Skills/New Jobs. Customized Training provides up to \$400,000 to business to upgrade the skills of their staff and improve the profitability of their business. New Skills/New Jobs is an innovative program that connects Sandy-impacted New Yorkers, veterans, recent graduates and the long term unemployed with up to three months of paid on-the-job-training at companies with full-time openings.

**The Assistant Commissioner** will report to the Deputy Commissioner of Workforce Development and will be responsible for overseeing the training initiatives described above, as well as program staff who will directly manage and support each initiative. The Assistant Commissioner will participate in developing strategies, programming and performance metrics for these and future initiatives to assist New Yorkers connect to jobs with family sustaining wages and NYC businesses obtain the talent to thrive and grow in NYC.

#### **Specific Responsibilities:**

- Oversee implementation of training initiatives described above, as well as any additional initiatives assigned to business unit, including program management and staff, program vendors and external partnerships.
- Work with internal units, and external partners to enhance existing programming and develop new programming and services.
- Manage multimillion dollar budget and oversee procurement processes and program contracts.
- Deliver training programs that result in New Yorkers getting new or better jobs cost efficiently.
- Develop and oversee regular reports of program metrics for the unit, agency and its partners.

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- Participate in planning, coordination, and implementation of workshops, courses, meetings and other events.
- Represent the Agency/Division in meetings/events/presentations with employers, City Hall, City Council, City agencies and other stakeholders.
- Develop strategies with divisional units and Deputy Commissioner to identify best practices, additional programming, marketing/promotion, and outreach to better support workers and employers.
- 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.
- 5 – 7 years of program development and management.
- Significant knowledge of adult learning principles and occupational skills training.
- Significant experience working with industry and employers.
- Significant experience managing multiple staff.
- Significant experience in vendor management and partner relationship management.
- 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.

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### **How to Apply:**

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

**Assistant Commissioner – Workforce Development Training** to: [careers@sbs.nyc.gov](mailto:careers@sbs.nyc.gov)

### **ALSO APPLY:**

City Employees: Apply through Employee Self Service (ESS) at [www.nyc.gov/ess](http://www.nyc.gov/ess) search for Job Title: **Assistant Commissioner, WDT**

All Other Applicants: Go to [www.nyc.gov/careers](http://www.nyc.gov/careers) search by agency Small Business Services and search for Job Title: **Assistant Commissioner, WDT**

**Salary: Commensurate with Experience**

**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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