

**WARREN COUNTY DEPARTMENT OF EMPLOYMENT & TRAINING
NOTICE OF ANTICIPATED VACANCY**

STUDENT-TO-CAREERS DEVELOPMENT SPECIALIST

The Warren County Department of Employment & Training is seeking a qualified candidate for the position of Student-To-Careers Development Specialist. An employee in this class is responsible for coordinating and providing career development services relating to the promotion of job readiness skills and other related workforce development program initiatives. Duties include collaborating with schools, parents, business/industry, postsecondary institutions and community organizations to facilitate connections and support for students' transition to postsecondary education and employment. The incumbent will focus on career development, preparatory services, transition services and local partnership development as well as education on local careers in the trades. The work is performed under the general supervision of a higher-level administrator with leeway allowed for the exercise of independent judgment. Does related duties as required.

MINIMUM QUALIFICATIONS:

- A) Bachelor's Degree* and two (2) years of full-time paid experience in 1) employment planning, placement or counseling; 2) educational curriculum development; 3) youth counseling or closely related field; or
- B) Associate's Degree* and four (4) years of experience of full-time paid experience in 1) employment planning, placement or counseling; 2) educational curriculum development; 3) youth counseling or closely related field.

RESIDENCY: Residency in Warren County or a contingent County is required per Civil Service rules.

SALARY: \$ 50,104 (2022 base entry salary)

The position will be filled based upon Civil Service requirements. A provisional appointment will be made with examination to be held at a later date. Candidate must meet Civil Service requirements for appointment following establishment of the Eligible List.

**Interested candidates may submit a Warren County application, resume and cover letter
by October 20, 2022**

**Liza Ochsendorf, Director, Employment & Training Administration
1340 State Route 9
Lake George, NY 12845
ochsendorf@WarrenCountyNY.gov**

Applications may be obtained from www.warrencountyny.gov/jobs or by clicking [here](#).

Warren County is an Equal Opportunity/Affirmative Action Employer