

APPRENTICESHIP DIRECTOR

DESCRIPTION OF WORK

This is administrative work in directing the Apprenticeship Program in the North Carolina Department of Labor.

The employee plans, coordinates, directs and evaluates a program designed to promote and establish apprenticeship and on-the-job training programs in accordance with State and federal requirements. Administrative responsibilities include establishing apprenticeship standards within the framework of the general policies and instructions set forth by the apprenticeship council and the making of recommendations to that body for revisions and additions to established policies. Work involves directing and evaluating the work of a large staff of field representatives by analysis of the weekly activity reports and periodic conferences. Employee maintains contact with federal and State Government agencies whose functions are interrelated with apprenticeship training for the purpose of providing uniform standards and making use of available resources in providing apprenticeship and on-the-job training. Work is evaluated through the overall effectiveness of the statewide apprenticeship program and the sound and proper application of policies and instructions.

EXAMPLES OF DUTIES PERFORMED

Develops and presents various reports concerning activities, expenses, budgetary matters and new statutes and rulings.

Establishes field guidelines to be used by the apprenticeship representatives in making field decisions.

Investigates and adjudicates the field problems of the apprenticeship representatives.

Confers and makes speeches to representatives of business and industry in promotion of the apprenticeship and on-the-job training.

Acts as secretary of the Apprenticeship and Training Advisory Council.

Attends formal apprenticeship completion ceremonies and presents completion certificates to the apprentices.

RECRUITMENT STANDARDS

Knowledges, Skills, and Abilities

Thorough knowledge of State and federal laws governing apprenticeship and on-the-job training for veterans and others.

Considerable knowledge of general work processes, tools, and equipment used in the more common trades.

Ability to establish and maintain effective working relationships with management of business and industry, State and federal officials and the general public.

Ability to plan, direct, and supervise the work of staff representatives and clerical workers.

Ability to understand and interpret laws, standards and regulations applicable to the Apprenticeship Division.

Ability to communicate effectively in oral and written form.

Minimum Education and Experience

Graduation from high school and six years of experience in a supervisory or administrative capacity in the field of personnel, labor relations, or production; or three years of experience as an apprenticeship representative involving the maintenance and administration of apprenticeship standards and training; or an equivalent combination of education and experience.