

Lane Workforce Partnership JOB DESCRIPTION

JOB TITLE: Director of Workforce Investments

Reports to: The Executive Director

FLSA STATUS: Exempt

Approval Date:

POSITION SUMMARY

Researches, evaluates and reviews complex policies, practices, contracts, and services; and makes strategic recommendations requiring a solid knowledge of federal, state, and local government operations and administration. Project and contract management.

ESSENTIAL FUNCTIONS

1. Serves as a lead or supervisor to staff including prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.
2. Performs project and policy analysis, which includes conducting research; determining and raising pertinent issues; summarizing findings; presenting results; administering programs; and performing other related duties.
3. Manages special programs and projects, which includes setting up contracts; establishing and monitoring timelines; preparing requests for proposals; selecting consultants; ensuring compliance with applicable regulations, specifications, and/or requirements; monitoring project budgets; tracking projects; preparing related reports; and performing other related duties.
4. Serves as a liaison with employees and external organizations, subcontractors; represents the agency at a variety of meetings, public events, negotiation sessions, training sessions, on committees, and/or other related events.
5. Manages, coordinates, and administers projects/contracts, which includes publicizing projects; processing invoices; monitoring budget; and performing other related activities.
6. Prepares a variety of reports summarizing project, study, and program data; analyzes related data and makes recommendations based on findings.
7. Prepares and administers grants and/or contracts
8. Consistent and regular attendance is an essential function of this position.

Performs all functions according to established policies, procedures, regulatory and accreditation requirements, as well as applicable professional standards. Provides all customers of LWP with an excellent service experience by consistently demonstrating our Performance Standards each and every day. LWP's Performance Standards include: Communication, Respect, Privacy, Appearance, Teamwork, Accountability and Safety.

NOTE: The essential functions are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Specific tasks or responsibilities will be documented as outlined by the incumbent's immediate manager.

SUPERVISORY RESPONSIBILITIES

DIRECTLY REPORTING

The Workforce Project Managers report directly to this role

TYPE OF SUPERVISORY RESPONSIBILITIES

May provide incidental direction to clerical employees.

LWP Leadership will strive to uphold the mission, vision, and values of the organization. They will serve as role models for staff and act in a people-centered, service excellence-focused, and results-oriented manner.

SCOPE AND COMPLEXITY

This position primarily focuses on Workforce Projects. This position has frequent interaction with, but is not limited to, employees, board members, clients, visitors, community agencies, vendors, etc.

PHYSICAL DEMANDS/ENVIRONMENT FACTORS

OE - Typical Office Environment:

- Requires extensive sitting with periodic standing and walking.
- May be required to lift up to 20 pounds.
- Requires significant use of personal computer, phone and general office equipment.
- Needs adequate visual acuity, ability to grasp and handle objects.
- Needs ability to communicate effectively through reading, writing, and speaking in person or on telephone.
- Requires off-site travel – must have transportation.

MINIMUM QUALIFICATIONS

Bachelor's Degree and four years of professional experience in public or business administration, public affairs, or a field directly related to area assigned; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Knowledge of and an ability to interpret and apply:

- Public administration concepts and theories;
- Advanced principles and practices in assigned area of responsibility;
- Research and statistical methods;
- Statistical analysis and theory
- Program/project management methods;
- Report writing techniques;
- Public relations principles;
- Culturally competent practices;
- The role that culture plays in work relationships, operations and dynamics;
- Applicable Federal, State, and local laws, codes, rules, and regulations;
- Budgeting principles.

Demonstrated skills in the following areas:

- Management and Leadership
- Advanced skill with Microsoft Office Products and industry specific software applications
- Effective communication, both verbal and written including report writing, public speaking and presentation skills
- Identifying and implementation of emerging trends, needs and services
- Project Management
- Gathering, interpreting and behaviorally adapting to cultural contexts
- Negotiation and contract administration

Employee Printed Name

Employee Signature

Date