



CLASS SPECIFICATION FOR:

CRWP Assistant Director

General Statement of Duties:

Performs highly responsible and visible work in assisting the Director in the administration of the Capital Region Workforce Partnership's (CRWP) Workforce Investment Act (WIA) services and program activities; supervises assigned staff; provides guidance on procedures, policies and regulations to staff, workgroups, teams and Boards as needed; does related work as required.

Distinguishing Features of Class:

An incumbent performs highly responsibly professional, technical and administrative duties to support the operations of CRWP in its efforts to manage and support WIA programs/initiatives and workforce investment system partners. Primary responsibilities include assisting in the management of the agency's day-to-day operations, including staff and programs; assisting the Director in their assigned duties to ensure CRWP's goals and responsibilities are achieved; and responsibilities for managerial oversight to ensure compliance with all local, state, federal, WIA and contract requirements. Incumbent establishes and maintains critical relationships in the communities served and with a myriad of businesses, partners and other internal and external stakeholders and represents or serves as the Director during the Director's absence. Position incumbent collaborates and works closely with the CRWP Director to effectively manage the department.

Examples of Assigned Duties *(illustrative of the types and scope of duties and responsibilities assigned to positions in this class):*

- Plans, coordinates and develops policies and procedures for the oversight and administration of CRWP-funded adult, dislocated worker and youth programs;
- Assists in interpretation and implementation of actions related to applicable laws, regulations or policies impacting CRWP work, programs and stakeholders;
- Establishes and maintains positive productive working relationships with local officials from eight jurisdictions, as well as state and federal officials, and the Board of Directors and numerous members of its working committees;
- Serves as liaison with critical stakeholders such as the communities served, businesses and other community partners/agencies to ensure resource sharing and the maximum amount of cooperation in responding to customer needs and service delivery strategies;
- Works closely with the CRWP Director to ensure that strategic priorities and plans of the Resource Workforce Investment Board and Consortium are incorporated into program operations;
- Represents or acts as the CRWP Director during the Director's absence;
- Leads efforts to ensure CRWP programs are in compliance with local, state and federal requirements, to include program monitoring and corrective actions as may be necessary;
- Coordinates CRWP program activities and services with external partners and organizations, to include supervision of the Business Solutions Coordinator;
- Assists in directing the work of CRWP-contracted service providers to align with local, state and federal requirements, local policies and contract provisions, and provide or arranges for training and technical assistance as needed;
- Provides support for various committees of the WIB and CLEO Board providing them with technical assistance, guidance and information needed to make decisions related to specific strategic plan action items;
- Chairs workgroups, teams and Boards as assigned, facilitating its meetings, getting sign off on training and memoranda of understanding to work collaboratively as a team from all members, leading systems changes and maintaining effective communications with all members and partners;
- Advances community relations efforts targeting businesses and economic development strategies aimed at increasing the number of businesses that choose to receive a service from the workforce system;
- Develops, prepares, submits and/or presents all data metrics and reports as required or as requested, includes reports for the CRWP Consortium Resources Workforce Investment Board and its committees;
- Maintains data as required on budgets, funding, contracts, contacts, special initiatives, organizational strategic goals and operational plans;
- Ensures compliance related to the existence and accuracy of performance reports and report cards as required by the many government and non-governmental funding sources that support the workforce investment system, and as required by Partnership policies and procedures;



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Examples of Assigned Duties continued:

- Reviews monitoring reports as required and addresses concerns, issues and problems as necessary;
- Proactively recognizes trends in workforce, workforce investment system partners, programs, operations and results, and makes recommendations for improvement and enhanced performance and results;
- Proactively identifies opportunities for developing relationships, resources and programs in accordance with strategic plans, and prepares grant applications and partnership agreements as appropriate;
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities:

Considerable knowledge of the structure and operation of government, community agencies and private business; ability to solve problems in response to a variety of program operation, compliance and management issues; ability to work independently and collaborate effectively to achieve positive productive results; ability to accurately and consistently interpret and apply complex laws, regulations and policies; ability to lead, manage and partner effectively; excellent negotiation skills; considerable knowledge of contract administration and workforce programs; critical thinking and problem solving skills with the ability to cost effectively and appropriately solve problems; strong oral and written communication skills; ability to express ideas clearly and concisely, orally and in writing to diverse audience of stakeholders and partners; ability to research, collect and maintain data, consider and weigh a variety of factors in making decisions or recommendations; ability to synthesize multiple types of complex data and produce easily understood reports and other materials; knowledge of communications, marketing, public relations with the ability to develop and implement effective strategies and work effectively with multiple media outlets as needed; knowledge of labor market information with the ability to use data to represent workforce issues and develop potential solutions; ability to establish and maintain a good working relationship with customers, County officials, business leaders and public and private agencies; good supervisory skills including good training skills and the ability to effectively manage workloads and/or projects and to foster and maintain high morale and engagement; financial skills sufficient to effectively develop and manage complex budgets and funding arrangements; ability to systematically compile data and provide detailed program and financial reports; strong computer skills with ability to use computer and typical business software, proprietary software and systems; physical condition that permits the activities necessary in and inherent to the management of CRWP services and program activities; personal accountability including teamwork and excellent interpersonal skills necessary for establishing and maintaining positive relationships with stakeholders, customers and colleagues; excellent customer service skills; tact; and courtesy. Must be able to positively and appropriately represent the partnership at the local, state and federal levels. Requires ability to work a flexible schedule with the ability to travel and attend local and regional events and meetings. Requires direct working knowledge of the Workforce Investment Act or similar federal workforce programs.

Minimum Education and Experience:

Education: Four (4) year degree in relevant field;

Experience: Five (5) years of progressively more responsible work experience in WIA or similar workforce development programming, including one (1) year of supervisory experience;

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- Valid driver's license to provide support service and program activities at assigned locations.

SPECIAL CONDITION:

The continuing existence of positions in this classification is subject to and contingent upon 100% funding level provided by the federal government through the Workforce Investment Act (WIA) and/or other non-County funding source(s)