

Job Description

Position Title: Manager, Workforce Development

Job Group: Workforce Development

Job Level Group: Manager/Supervisor/Lead

FLSA Status: Exempt

Position Summary:

The Manager, Workforce Development performs a wide array of duties that support Workforce Initiatives. Provides leadership and management to employees, conducts project management, and administers multiple grants. Evaluates budgets executes large-scale initiatives, seeks and acquires grants, and monitors agreements and contracts. Coordinates large scale initiatives and engages with internal and external stakeholders.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Administers grants and monitors grant budgets. Analyzes, interprets, and applies local, state, and federal laws regarding grants.
2. Manages strategic implementation for statewide initiatives and supports the development of the Centers of Excellence.
3. Conducts project management and strategic planning in the creation of new educational programs and revenue generation.
4. Prioritizes and assigns work, conducts performance evaluations, and ensures staff members are properly trained; and makes hiring, termination and disciplinary recommendations.
5. Develops strategies for new external partnerships that support Workforce initiatives. Collaborates across the College to create educational training programs.
6. Analyzes employer needs in the community that lead to new initiatives.
7. Researches, analyzes, evaluates, and pursues new federal grant opportunities. Writes grant proposals in alignment with Workforce initiatives.
8. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of business management and fiscal practices
2. Knowledge of principles and methods for promoting programs and services
3. Skill in budget/resource management
4. Skill in effective communication (both written and oral)

5. Skill in organization, coordination and management
6. Skill in program development and process improvement
7. Ability to develop and maintain effective and positive working relationships

Supervision:

- Supervises work of others, including planning, assigning and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

Independence of Action:

- Work is routinely monitored by supervisor/manager; detailed instructions and procedures are generally provided.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- **Organizational Culture:** Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- **Student Success:** Allows the opportunity to support student success as well as improve access and retention.
- **Institutional Leadership:** Provides the opportunity to provide leadership across the institution. Leading by example and supporting team building.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Business Administration or a closely related field of study required.
 - Master's degree in Education, Grant Management or a closely related field of study preferred.
 - Three (3) to five (5) years of related experience with professional level program management experience.
 - Five (5) to eight (8) years of related experience with workforce development or grant management preferred.
 - One (1) to Three (3) years of supervisory experience required.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-Employment Background Check Required