

# Job Description

Position Title: Program Manager, Workforce Development

Job Family: Workforce Development

Job Type: Professional - Senior

FLSA Status: Exempt

Salary Grade: 08

## Position Summary:

The Workforce Development Program Manager cultivates strategic partnerships with diverse stakeholders. Develops and implements workforce and economic development engagement strategies for partnerships with locally owned businesses that align with the workforce. Develops outreach and implements workforce and economic development engagement to implement outreach opportunities.

## 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. Works with the City of Tucson to develop and implement a comprehensive and innovative workforce and economic development outreach plan targeting individual, private, corporate, educational, and other community stakeholders.
2. Manages workforce and economic development projects and activities. Adapts City of Tucson economic initiatives, activities, and programs. Schedules and prepares content, and facilitates meetings and community events for stakeholder groups and task forces.
3. Collaborates with City of Tucson staff, and external community stakeholders to cultivate new partnerships and support existing partnerships. Presents workforce and economic development outreach goals aligned with the College's priorities.
4. Interacts with current and potential partners. Encourages committee and work-group participation in community-based revitalization projects and initiatives.
5. Responds to and resolves questions and concerns from internal and external stakeholders related to workforce and economic development outreach efforts.
6. Submits proposals to engage potential partners. Develops concepts, gathers, and formats information and prepares clear communications.
7. Manages grant projects and serves on employee work-groups and committees.
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:**

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

### **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.
- Institutional Infrastructure: Allows participation in the development of foundational aspects of the College, including the establishment of a strategic plan, financial and facilities management, accreditation, and technology planning.

### **Minimum Qualifications:**

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

- Bachelor's degree in a related field of study required.
- Master's degree in in 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 preferred.

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 remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to move, transport, and/or position objects of light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively 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:

- DMV Check/Current and Valid AZ Driver's License
- Pre-employment Background Check Required
- Some evening or weekend work hours