

Job Summary:

The job of Project Director - SEE was established for the purpose/s of developing, implementing and evaluating county-wide youth employment and training and adult workforce development programs in Services for Education & Employment. He/she administers the activities of various programs with multiple, varied, and complex areas; provides management and evaluation of staff in delivering assigned training or support services; and coordinates activities with other divisions, school districts, local businesses, the Workforce Development Department, the Health and Human Services Agency, the Economic Development Office, the State Employment Development Department and other partners.

Essential Functions:

- ▶ Attends meetings, conferences, and seminars for the purpose of keeping abreast of current and future policy initiatives that may affect workforce development programs.
- ▶ Communicates/Collaborates with administrators, department heads, agency board members, etc. for the purpose of providing recommendations, resolving issues/conflicts, and exchanging information regarding the programs.
- ▶ Coordinates/Conducts/Sustains a comprehensive staff development program for the purpose of training and maintaining competent, focus-oriented professional staff members that aid to foster design and implementation of quality programs.
- ▶ Creates/Implements long-range strategic directive plans for the purpose of helping to secure organizational and community workforce development goals.
- ▶ Designs/Implements marketing tools and promotional materials for the purpose of generating publicity; galvanizing support and resources; and meeting enrollment and participation standards.
- ▶ Develops/Implements/Evaluates comprehensive employment and training and workforce development programs for the purpose of promoting self-sufficiency to youths and adults and preparing them for the workforce.
- ▶ Develops/Implements/Evaluates contracts and memorandums of understanding with the Tulare County Workforce Investment Board, Health and Human Services Administration, local school districts, and other agencies for the purpose of providing quality employment and training services that support student learning, personal development, and career preparation to youth and adults.
- ▶ Ensures excellence in financial management and the monitoring of income and expenditures of multimillion dollar programs for the purpose of assuring that resources are managed according to accounting principles, funding source requirements and in compliance with local, state and federal specifications.
- ▶ Manages/Monitors contacts and consultant services for the purpose of developing and fostering partnerships with professional consultants to assist in the delivery of services.
- ▶ Negotiates/Builds/Creates strategic partnerships and alliances with various federal, state, and local public and private agencies and organizations for the purpose of defining collaborative opportunities to assure maximum services as participants are prepared for high-skills, high-wage, high-demand occupations.
- ▶ Operates in compliance with all applicable federal, state, and local standards for the purpose of assuring compliance of all laws, rules, and regulations pertaining to workforce development.
- ▶ Prepares/Submits/Presents compliance-driven reports and well-designed accountability and evaluation systems for the purpose of demonstrating valid and reliable data on key performance measures and providing timely data to evaluate and improve the effectiveness of the programs.
- ▶ Provides/Sustains effective leadership for the purpose of enhancing SEE's cultural competency; ensuring sound management and coordination; and facilitating continuous improvement.
- ▶ Researches/Identifies/Develops/Writes local, state, and federal grant proposals, including youth initiatives, critical skills grants, and customized employer-based grants for the purpose of maintaining, and fostering growth of See's Employment and Training and Workforce Development programs.
- ▶ Scans/Identifies/Researches trends and emerging workforce issues for the purpose of keeping informed and creating a competitive funding solicitation advantage for SEE.
- ▶ Selects/Places/Supervises/Evaluates Workforce Development staff for the purpose of ensuring appropriate staffing levels for the programs, scheduling work assignments, monitoring employee performance, and providing feedback and support.
- ▶ Serves in leadership positions on local and regional committees for the purpose of disseminating and sharing information about the programs and aligning program goals and objectives with other sources.

Skills, Knowledge and/or Abilities Required:

▶ **Skills to:**

- develop, direct, promote, and evaluate employment and training programs;
- interpret and evaluate applicable laws, regulations, codes and procedures;
- utilize computers, various software including presentation software, and other technology;
- build consensus using strong communication skills and gain cooperation through discussion and persuasion;
- administer personnel and programs;
- analyze highly significant and complex problems, develop solutions, and make effective decisions and recommendations;
- develop and implement staff professional development/introduce research-proven validated training;
- communicate effectively with a broad spectrum of constituents (students, parents, administrators, board members, community leaders, employment and training community, educational professionals, mental health professionals, law enforcement professionals, and TCOE staff, etc.).

▶ **Knowledge of:**

- state and federal laws governing Wagner-Peyser funds, Workforce Investment Act (WIA), and Temporary Assistance for Needy Families (TANF);
- private and public workforce development, education, or social services programs is critical;
- research methodologies applicable to the analysis of programs and policies relating to current practices in youth development;
- financial acumen/budget development and administration;
- grant writing/contract and program development with private and public agencies;
- group dynamics and organizational development theories;
- administration of federal and state programs;
- current Economic Development industry;
- gang culture and activity in Tulare County;
- marketing principles;
- Labor Market information;
- OSHA requirements.

▶ **Ability to:**

- plan and direct major programs or varied complex and specialized services in accordance with applicable laws, codes, policies, regulations and procedures;
- envision and facilitate organizational progress and resource building;
- effectively negotiate program objectives and evaluation criteria and monitor the program in accordance with applicable laws and regulations;
- develop and monitor appropriate internal program evaluation, research and reporting mechanisms;
- work cooperatively with a variety of groups, individuals, community agencies, and private sector employers;
- analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of organizational goals;
- develop and monitor program and project budgets; prepare and present a variety of financial reports and program and project summaries;
- develop, direct, promote, and evaluate curriculum and training programs;
- travel, locally, and out of county using own vehicle.

Responsibilities include: working independently under broad organizational policies to achieve organizational objectives; managing major organizational components; and determining the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the Organization's services. The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience Required:

- ▶ Job-related experience within specialized field with increasing levels of responsibility is required.
- ▶ Experience in administration of employment and training programs.
- ▶ Programmatic and planning experience in workforce development along with a comprehensive understanding of job training systems is desirable.
- ▶ Training and/or experience in management, budgeting, monitoring and design of multi-dimensional programs is also desirable.
- ▶ Supervisory experience and experience in dealing with local agencies, councils, and public officials is beneficial.
- ▶ Bilingual is desired.

Education Required:

- ▶ Bachelors degree in job-related area.
- ▶ Master's degree is desired.

Certificates, Licenses, Clearances, Testing and/or Bonding Required:

- ▶ Valid California driver's license and proof of automobile insurance.
- ▶ Department of Justice and FBI Fingerprint Response.

FLSA Status: Exempt

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This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.