

Job Summary

The Workforce Development Programs Manager will oversee and lead workforce development initiatives across Southern Georgia, focusing on creating and managing programs that enhance the skills and employability of the region's workforce. This role is responsible for coordinating and managing programs and strategies to meet the evolving labor market demands. It ensures alignment with state and federal guidelines while fostering partnerships with stakeholders, including educational institutions, employers and community organizations.

Job Duties and Responsibilities (major duties)

- Lead and mentor a team of program monitors, coordinators and assistants to deliver high-quality workforce development services.
- Foster a collaborative team environment focused on innovation, performance improvement, and community impact.
- Designs and implements workforce development programs aligned with regional and statewide labor market needs and policies.
- Develops strategies for talent pipeline development, focusing on high demand industries such as healthcare, technology, manufacturing and skilled trades.
- Manages grant funded programs, ensuring compliance with federal, state and local regulations.
- Oversees the development and delivery of job training programs, apprenticeships, and career pathway initiatives.
- Tracks program metrics and outcomes, ensuring that workforce initiatives meet set goals and performance benchmarks.
- Prepares and presents regular progress reports to stakeholders and funders, including recommendations for program improvement.
- Analyzes labor market trends and workforce data to inform program development and policy recommendations.
- Ensure compliance with Workforce Innovation and Opportunity Act (WIOA) guidelines, as well as other relevant federal and state regulations.
- Collaborates with local businesses, government agencies, and community organizations to enhance workforce development initiatives.
- Organizes and participates in community outreach efforts to raise awareness about workforce programs and opportunities.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities Required

- Strong emotional intelligence with the ability to manage conflict and navigate complex

interpersonal dynamics.

- Knowledge of the Southern Georgia Regional Commission's mission, policies, and procedures.
- Knowledge of department functions and organization.
- Knowledge of generally acceptable formats for various reports.
- Skill in technical and grant writing.
- Knowledge of contract requirements for service providers.
- Knowledge of comprehensive training programs/activities.
- Skill in performing mathematical calculations with accuracy and completeness.
- Skill in establishing and maintaining effective partnerships with co-workers, service providers, program registrants, and work site personnel.
- Skill in operating a computer and standard office equipment. Skill in preparing and presenting various reports.
- Skill in public and interpersonal relations.
- Skill in verbal and written communication.

Minimum Qualifications

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- At least three (3) years of experience in Workforce Development, Economic Development, Program Management, or related field, with a strong understanding of Georgia's labor market.
- Proven experience managing workforce development programs, including reporting and compliance.
- Strong leadership skills, with experience managing diverse teams.
- Excellent communication, organizational, and problem-solving skills.
- Ability to build relationships and work collaboratively with a range of stakeholders.
- Proficiency in data analysis, report writing, and using workforce-related software tools.

Preferred Qualifications

- Master's degree in business administration, public administration, economics, or related field.
- Knowledge of Georgia's economic development strategies and high-demand sectors.
- Experience working with WIOA-funding programs or other federal/state workforce development initiatives.

Supervisory Controls

The Workforce Development Programs Manager assigns work in terms of department goals and objectives. The work is reviewed through conferences, reports, and observation of department activities.

Guidelines

Guidelines include Workforce Innovation and Opportunity Act regulations and advisories, Technical College System of Georgia, Office of Workforce Development regulations, Training and Employment Guidance Letters and Equal Opportunity regulations. These guidelines require judgment, selection, and interpretation in application. This position develops departmental guidelines.

Complexity

The work consists of varied duties in management, administration, and policy development. Strict program requirements and deadlines contribute to the complexity of the work.

Scope and Effect

The purpose of this position is to promote and provide workforce development activities. Success in this position contributes to the development of a well-trained workforce.

Contacts

Contacts are typically co-workers, representatives from member governments, state and federal agencies, service providers, contractors, elected officials, representatives from business, civic, nonprofit, agricultural, and media groups, and the general public. Contacts are typically to give or exchange information, motivate persons, negotiate and settle matters, resolve problems, and justify decisions.

Work Environment/Physical Demands

The work is typically performed in an office. May offer hybrid work flexibility based on program needs. Work is typically performed while sitting at a desk or table, or while intermittently sitting, standing or stooping.

Supervisory and Management Responsibilities

This position has direct supervision over the following: Workforce Development Planner/Monitor, Workforce Development Program Coordinator and Workforce Development Program Assistant.

Position Details

- Full-Time Part-Time Intern Contractor
 Exempt Non-Exempt

Monday	Tuesday	Wednesday	Thursday	Friday
8:30 am – 5:00 pm	8:30 am – 5:00 pm	8:30 am – 5:00 pm	8:30 am – 5:00 pm	8:30 am – 5:00 pm

Equal Opportunity/Affirmative Action

The Southern Georgia Regional Commission is an Equal Opportunity/Affirmative Action employer. We provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable federal, state or local law.

We are committed to building a diverse workforce and creating an inclusive environment where all employees feel valued and supported.