



JOB TITLE: Workforce Development Program Coordinator

WFD-WO/3

DEPARTMENT: Workforce Development – Waycross

JOB SUMMARY: This position is responsible for coordinating and managing workforce development programs.

MAJOR DUTIES:

- ❖ Coordinates programmatic staff activities.
- ❖ Establishes training curriculum for programmatic and service provider staff.
- ❖ Provides technical assistance to WIOA staff and service providers.
- ❖ Coordinates the review, evaluation and approval of service provider invoices.
- ❖ Creates forms, templates and other technical assistance tools to assist service providers with invoicing requirements.
- ❖ Maintains the WIOA Policies and Procedures Manual.
- ❖ Maintains the Service Provider Handbook.
- ❖ Assists the Workforce Development Director in the writing of contracts with service providers; modifies contracts as needed.
- ❖ Assists the Workforce Development Director in the preparation of the Regional Plan.
- ❖ Participates in pertinent local and state collaborative groups and task forces.
- ❖ Coordinates, facilitates and attends meetings related to WIOA programmatic activities.
- ❖ Coordinates and establishes relationships with employees of state agencies, local governmental personnel, service provider staff, co-workers, elected officials and others to promote and maintain respect, encourage cooperation, and develop strong team orientation; attends public hearings, seminars, conferences and other meetings relating to workforce development; communicates with state, regional and local staff about workforce issues; makes presentations concerning workforce development; makes contact and coordinates with local agencies that provide employment and training services.

- ❖ Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- ❖ Knowledge of job training design and techniques.
- ❖ Knowledge of federal and state job training legislation.
- ❖ Knowledge of local, state and federal regulations, laws and policies pertaining to WIOA programs and youth system programs.
- ❖ Knowledge of the commission's mission, policies, and procedures.
- ❖ Knowledge of center and department functions and organization.
- ❖ Knowledge of generally acceptable formats for various reports.
- ❖ 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 providing direction and technical assistance to WIOA service providers and youth system service providers.
- ❖ 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.

SUPERVISORY CONTROLS: The Workforce Development Director assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures, and the nature and propriety of the final results.

GUIDELINES: Guidelines include Workforce Innovation and Opportunity Act regulations and advisories, Georgia Department of Economic Development, Workforce Division regulations, Training and Employment Guidance Letters and Equal Opportunity regulations. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of varied technical and administrative duties. The volume of work to be performed contributes to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to manage the day-to-day programmatic operations of the Workforce Development department. Success in this

position contributes to a better trained area workforce.

PERSONAL CONTACTS: Contacts are typically with co-workers, representatives from member governments and state and federal agencies, contractors, elected officials, representatives from business, civic, nonprofit, agricultural, media groups, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give and exchange information, motivate persons, negotiate and settle matters, resolve problems and justify decisions.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table, or while intermittently sitting, standing or stooping.

WORK ENVIRONMENT: The work is typically performed in an office or at monitoring sites.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over two (2) Program Assistants.

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.
- ❖ Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years' experience or service.
- ❖ Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

Employee Signature

Date

Supervisor Signature

Date