



JOB TITLE: Workforce Development Program Assistant

WFD-WO/4

DEPARTMENT: Workforce Development – Waycross

JOB SUMMARY: This position is responsible for performing programmatic and administrative support duties for the Workforce Development Department.

MAJOR DUTIES:

- ❖ Reviews participant files for eligibility.
- ❖ Enters and maintains participant data in the Georgia Workforce System database.
- ❖ Manages participant cost commitments for training and supportive services.
- ❖ Assists with the review and evaluation of service provider invoices.
- ❖ Assists WIOA staff on changes and modifications to contracts; types contract modifications, and distributes to appropriate persons.
- ❖ Assists with the preparation of all WFD meetings.
- ❖ Prepares correspondence, emails, requisitions and reports.
- ❖ Assists staff with travel arrangements.
- ❖ Copies and distributes documents.
- ❖ Establishes and maintains a filing system for information and documents for the WFD department including:
 - Contracts
 - RFP's
 - WDB Meetings
 - Executive Committee of Chief Local Elected Officials
 - Other
- ❖ Attends meetings, conferences, seminars and other training activities related to providing services to WIOA customers.

- ❖ Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- ❖ Knowledge of the principles and practices of records management.
- ❖ Knowledge of modern office practices and procedures.
- ❖ Skill in performing mathematical calculations with accuracy and completeness.
- ❖ Skill in establishing and maintaining effective partnerships with co-workers and service providers.
- ❖ Knowledge of the commission's mission, policies, and procedures.
- ❖ Knowledge of generally acceptable formats for various reports.
- ❖ 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 departmental policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of varied programmatic and administrative duties. Strict regulations contribute to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to provide administrative support for the work of the department. Success in this position contributes to the efficiency and effectiveness of department operations.

PERSONAL CONTACTS: Contacts are typically with co-workers, employers, officials of other agencies, recipients of direct services, and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give and exchange information, resolve problems, and provide services.

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.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- ❖ Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of a high school diploma or equivalent.
- ❖ Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- ❖ 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