

PLEASE POST FOR ALL APPLICANTS TO READ
CITY OF MACON POSITION OPENING NUMBER: 4981

POST DATES: 10/22/2010 – UNTIL FILLED

EEOC CODE: 0101

CLASS CODE: 0018

CLASSIFICATION TITLE: WORKFORCE TRAINING ADMINISTRATOR

JOB CLASS (GRADE): 24

MINIMUM ANNUAL SALARY: \$ 70,000.00 TO \$75,000.00

LOCATION: WORKFORCE DEVELOPMENT

WORK WEEK – MON. – FRI.

REPORTS TO: MAYOR ROBERT REICHERT

WORK HOURS – 8:30 – 5:30

PURPOSE OF POSITION:

Under broad direction from the Executive Committee, implements local Workforce Investment Board (WIB) Strategic plan in a manner that demonstratively addresses the workforce development needs of the Macon-Bibb region. Successfully engages the community resources of government, business, and service providers in support of the initiatives flowing from the Board's plan. Brokers and facilitates the workforce development resources and strengths of the community in service to job seekers and the business community.

PRIORITIZED MAJOR DUTIES:

- Priority 1:** Assists the Board in establishing a clear vision, mission, goals, strategic action plans and measurements for assessing success.
- Priority 2:** Ensures Macon Office of Workforce Development (MOWD) is primarily a broker of community resources.
- Priority 3:** Monitors progress of programs and projects and regularly reports to the Executive Committee, Board, grantor offices and chief elected officials.
- Priority 4:** Ensures the Board is provided with clear, unbiased, comprehensive analysis of issues.
- Priority 5:** Provides effective planning and administrative support to all WIB committees and councils.
- Priority 6:** Encourages, solicits and stimulates strategic partnerships between the Board and other organizations.
- Priority 7:** Effectively manages performance and quality improvement oversight of those receiving funds from the Board, assuring MOWD remains in compliance with grantor regulations and policies.
- Priority 8:** Helps the Board make informed decisions about priorities for investment of funding for which the Board is responsible.
- Priority 9:** Selects and cultivates qualified staff and build morale among staff, Board members and stakeholders. Ensures all personnel policies and procedures are enforced.
- Priority 10:** Be responsible for budgeting and funds management, project management, research and analysis, contract negotiation and management.

Priority 11: Continuously improves processes by seeking input, conducting benchmarking reviews, and identifying best practices.

Priority 12: Solicits and obtains funding to support priority work of the Board and collaborates effectively and successfully with others in obtaining or aligning funding.

SECONDARY JOB DUTIES:

- Completes special projects and performs other miscellaneous duties as required.

EQUIPMENT OPERATED:

Personal computer, word processor, fax machine, copy machine, typewriter, calculator, and other assigned equipment.

REPORTING RELATIONSHIP:

This position reports dually to the Mayor and the Local Workforce Investment Board.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Workforce Investment Act legislation, regulations, policies and procedures.
- Knowledge of principles and techniques of workforce development and education.
- Knowledge of general management principles and practices including budgeting and financial management, purchasing, and personnel management.
- Ability to establish goals and priorities and to evaluate performance of programs and staff.
- Ability to exercise tact and diplomacy.
- Ability to direct subordinates and delegate authority.
- Ability to respond appropriately and be politically sensitive.
- Ability to work with the local Workforce Investment Board.
- Ability to negotiate strategic partnerships.
- Ability to perform managerial tasks with minimal supervision, exercise initiative, and complete projects independently.
- Ability to meet with the public and to discuss problems and complaints tactfully, courteously and effectively.
- Effective written and oral communication skills.
- Ability to manage a culturally diverse workforce.

- Ability to prepare and implement long range plans.

DESIRABLE EDUCATION AND EXPERIENCE:

Graduation from an accredited four-year college with a major in Business Administration, Public Administration, or a related field, and

Six (6) years of supervisory experience in program administration, human resources or social service management, preferably in the for profit and non profit sectors. Must possess public speaking ability and proven leadership experience or

Any equivalent combination of education and experience acceptable to the appointing authority.

Advanced degrees may be considered, as appropriate.

WORK CONDITIONS:

C=Constant (65-100% of day)

F=Frequent (33-65% of day)

O=Occasional (up to 33% of day)

NR=Not Required

I=Infrequently (not done daily)

O Operates various office equipment

NR Adverse, hazardous or unpleasant conditions

F Operates motorized vehicles

NR Physical activities such as bending, stooping, climbing, and crawling

Lifts, Carries or Drags:

I 10 lbs or less

I 11 - 25 lbs

I 26 - 50 lbs

NR 51 - 75 lbs

NR 76 - 100 lbs

NR 100 lbs +

NECESSARY SPECIAL REQUIREMENTS:

Must have a valid Georgia driver's license or the ability to obtain one within six months of employment.

Must pass background check.

Requirements may be subject to modification in order to reasonably accommodate individuals with disabilities who are otherwise qualified to perform the essential duties of the job.

If you feel you qualify for the above position, you may obtain a Position Opening Application at the Department of Personnel, City of Macon. Once completed, the application should be returned to the Department of Personnel. Applicants who are not selected to fill the position will be notified by mail. Position openings are to remain posted for at least seven (7) working days or ten (10) for Police, before the position is filled so that all applicants qualified for the position will have an opportunity to apply.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER