

FAIRFIELD COUNTY**JOB TITLE: WORKFORCE INVESTMENT DIRECTOR
ADMINISTRATION****GENERAL STATEMENT OF JOB**

Under limited supervision, is responsible for the overall management of the WORKFORCE INVESTMENT Program to include handling contractual obligations, ensuring programmatic compliance, preparing grant proposals, recruiting participants, evaluating effectiveness of program, etc. Is responsible to the County Administrator.

SPECIFIC DUTIES AND RESPONSIBILITIES**ESSENTIAL JOB FUNCTIONS**

Is responsible for meeting the contractual obligations of the WORKFORCE INVESTMENT PROGRAM.

Is responsible for the day-to-day administration of the Workforce Investment Program. Ensures that all guidelines are followed and regulations are met. Ensures that services are done in compliance with funding sources.

Determines Program needs and plans activities to facilitate needs and goals. Ensures programmatic compliance.

Is responsible for preparing and submitting the grant proposals including work plan and budgets.

Is responsible for marketing the programs and for the recruitment process.

Is responsible for evaluating the effectiveness of the programs and for reporting the results.

Provides counseling to participants to ensure that goals and objectives are accomplished.

Directs and oversees the activities of the staff. Performs such supervisory duties as instructing; planning, assigning, and reviewing work of others; maintaining standards; coordinating activities; and recommending transfers, promotions, disciplinary actions, discharges, and salary increases.

Remains abreast of latest procedures, guidelines, materials, etc. necessary to properly manage the Program.

Communicates and interfaces with various individuals and groups including the County Administrator, other County employees, participants, public agencies, private agencies, business leaders, community leaders, human services providers, vendors, etc.

Receives, reviews, processes, files and/or submits a variety of documents and reports such as invoices, applications, status reports, financial reports, and general letters of correspondence, etc.

Operates and/or utilizes a variety of types of office equipment including typewriter, computer, adding machine, copier, and general office supplies.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

An associate degree in business administration with successful completion of the Job Training Workshop for JTPA, and three to five years of experience in business management or human service delivery field, or any equivalent combination of training and experience which provides the required skills, knowledge, and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of types of office equipment including computer, typewriter, copier, adding machine, etc. Must be physically able to exert up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Position involves mostly sedentary work, but may require walking or standing for brief periods of time. Must be able to lift and/or carry weights of approximately twenty pounds.

Data Conception: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the giving of assignments and instructions to assistants. Includes the receiving of information and instructions from supervisor.

Language Ability: Requires the ability to read a variety of documents and reports. Requires the ability to prepare documents and reports such as monthly status report, financial reports, participant records, and general letters of correspondence, etc., using the proper format, punctuation, spelling and grammar. Requires the ability to communicate with co-workers, County Administrator, other County personnel, state and federal officials, business and industry executives, participants, vendors, etc. with poise, voice control, and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form. Must be able to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information and to follow verbal and written instructions.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add, subtract, multiply, and divide numbers; determine percentages and utilize decimals; apply algebraic principles; and determine time and weight.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes in utilizing automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate stress when confronted with an emergency.

Physical Communication: Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.)

PERFORMANCE INDICATORS

Knowledge of Job: Has extensive knowledge of the JTPA Program including federal and state grants administration, goals and objectives, policies and procedures, marketing, and recruitment. Is able to plan, project, and develop plans and activities, both long range and short range. Is able to effectively supervise staff in various activities. Is able to communicate effectively both orally and in writing. Is able to effectively deal with staff, County Council, Administrator, general public, businessmen, agencies, etc. Has the ability to develop and present information relevant to areas and operations of the Program. Is able to compile and present information correctly and concisely. Has the ability to evaluate programs under direction. Is able to lead and supervise staff and provide a high quality of service delivery on a constant basis. Has the ability to effectively counsel participants to ensure that goals and objectives are met. Has the ability to properly utilize various types of office equipment. Is able to perform mathematical calculations quickly and accurately. Has the ability to use independent judgment in non-routine as well as routine situations. Is able to work under stressful conditions relative to meeting deadlines.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all County departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the County.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and County benefit. Contributes to maintaining high morale among all County employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the County and to project a good County image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the County. Emphasizes the importance of maintaining a positive image within the County. Interacts effectively with higher management, County Administrator, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning: Plans, directs and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations of the County regarding the activities of the

department and work
 timing to achieve the
 County policy, form
 objectives. Organize
 efficient and effective

Organizing: Organize
 results are expected

JTPA DIRECTOR

1031

department matters. Works to see that these expectations are met. Designs and formulates ways, means, and
 he goals and objectives of the department and the County. Within the constraints of

Staffing: Works out the appropriate strategy and tactics for achieving departmental and County
 employment of personnel, arranges and allocates manpower, financial and other designated resources in an
 the needs of the department so as to achieve the goals and objectives of the department and the County.
 personnel in order to

manages own work and that of subordinate staff well. Ensures that staff members know what
 Leading: Provides leadership and that they are regularly and appropriately informed of all County and
 comprehensive understanding of the department and/or of concern to them.

applied. Provides
 satisfactory. Coordinates with the Administrator and the Personnel Department to select and recommend
 disciplinary action personnel for the department who are qualified both technically and philosophically to meet
 achievement of County and County. Personally directs the development and training of department
 to ensure that they are properly inducted, oriented and trained.

Controlling: Provides
 manpower and financial resources efficiently and effectively. Coordinates, audits, and controls
 of materials and understanding of the principles of effective leadership and how such principles are to be
 County standards, provides adequate feed-back to staff so that they know whether their performance levels are
 meets and rewards employees for outstanding performance yet does not hesitate to take

Delegating: Assigns when necessary. Exercises enthusiasm in influencing and guiding others toward the
 goals, enhance staff confidence and objectives.
 confidence in staff

Decision Making: Provides a work environment which is orderly and controlled. Coordinates, audits, and controls
 financial resources efficiently and effectively. Coordinates, audits, and controls the utilization
 affecting the department equipment efficiently and effectively. Has a clear and comprehensive understanding of
 the desired result, methods and procedures.

Creativity: Regulates additional duties to staff as necessary and/or appropriate in order to meet department
 effectiveness of department, build confidence on the job and assist staff members in personal growth. Has
 responsibilities. Is able to meet new or additional expectations.

Human Relations: Uses discretion and judgment in developing and implementing courses of action
 considers their suggestions. When a particular policy, procedure or strategy does not appear to be achieving
 staff. Moves decisively and definitively to develop and implement alternatives.

Policy Implementation: Actively seeks new and improved methodologies, policies and procedures for enhancing the
 department and County. Employs imagination and creativity in the application of duties and
 and ensures the staff is not adverse to change.

Strives to develop and maintain good rapport with all staff members. Listens to and
 suggestions and complaints and responds appropriately. Maintains the respect and loyalty of

(c) DMG, 1996 **Adaptation:** Has a clear and comprehensive understanding of County policies regarding the
 County function. Adheres to those policies in the discharge of duties and responsibilities
 from subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the County and continually reviews department policies in order to ensure that any changes in County philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.