



Leadership • Collaboration • Support

JOB TITLE: Workforce Development Manager

Classified Management Salary Schedule, Range 13

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Serves as the Manager for Workforce Development within Solano County. Acts as a facilitator, representing Solano County Office of Education (SCOE) with districts and other agencies in linking and operating workforce development programs. Provides direct program services that lead to intended grant and/or contract outcomes and goals. Monitors budget for compliance and maintains financial reports in accordance with grants/contract. Leads and directs the work of the workforce development department staff.

JOB REQUIREMENTS AND QUALIFICATIONS

- Valid California driver's license and personal vehicle for travel are required.
- Bachelor's degree required.
- Master's degree and management experience preferred.
- Minimum of four (4) years of work experience in workforce development, including job development, student outreach, and engagement and case management.
- Minimum of four (4) years of experience delivering services to one or more of the following sub-sets of Workforce Innovation and Opportunity Act (WIOA):
 - Youth who are justice involved.
 - High school graduates who are experiencing limited income and either basic skills deficient or are an English Language learner.
 - Youth supported through foster care or who have aged out of the foster care system.
 - Youth who are experiencing housing insecurity or homelessness.
 - Youth who are pregnant or parenting.
 - Youth with a disability.

- Youth within a high-poverty area in Solano County.
- Knowledge of laws, regulations, job market information, employment trends, and community and state resources affecting assigned programs; to include:
 - Individuals with Disabilities Education Act, as it relates to Transition Services and Transition Planning.
 - WIOA; as it relates Vocational Rehabilitation, Adult School, and Workforce Development Board.
- Knowledge of community and state resources, and public and private agencies providing workforce development programs.
- Knowledge of principles of leadership, collaboration, and support.
- Experience with budget development and management.
- Knowledge of computers and related software.
- Ability to speak effectively to large and small groups.
- Ability to form community partnerships.
- Ability to prepare and provide timely, concise, and accurate reports.
- Ability to establish and maintain effective relationships with students, staff, local business and educational community, and the general public.

ESSENTIAL DUTIES

- Administers the policies and procedures of the programs within the Workforce Development Department.
- Manages program personnel for personnel management, develops program goals, prepares and maintains budgets, exercises proper budgetary control measures, and evaluates program-based transition services for youth and adults served.
- Represents SCOE related to local, regional, and statewide coordination with school districts, North Bay Regional Center (NBRC), Department of Rehabilitation (DOR), California Department of Education (CDE), Solano Workforce Development Board, and local business and industry partners as needed, for the purpose of providing opportunities for youth and adults served.
- Establishes and maintains clear communication and cooperative working relationships with staff, program participants, all local, regional, and statewide partner agencies.

- Initiates programs and provides districts with technical assistance and support in the development and implementation of transition/workforce development strategies and career and college readiness for youth and adults served.
- Leads and/or participates on a variety of local, regional, and statewide councils and consortiums related to development, implementation, and evaluation of transition services.
- Analyzes program services and implements process improvement actions, when needed.
- Develops relationships with businesses/employers that lead to job placement opportunities for targeted population.
- Prepares comprehensive narratives, statistical and program reports, oral presentations, as well as maintain files in a confidential manner.
- Writes and secures grants, local/state/federal funding to insure adequate and appropriate fiscal support for programs.
- Monitors budget for compliance and maintains financial reports in accordance with grants and contracts.
- Ensures program deliverables are fully implemented and executed.

MARGINAL DUTIES

- May serve on management negotiations team as required.
- Serves as a member of the Management Advisory Council (MAC).
- Performs other related duties as assigned.

SUPERVISION RECEIVED

Employees in this classification receive limited supervision within a broad framework of overall objectives.

SUPERVISION EXERCISED

Employees in this classification direct, coordinate, supervise, and formally evaluate the work of departmental personnel.

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (40%) Walking (30%) Sitting (30%)

Body Movement (Frequency):

None (0)	Limited (1)	Occasional (2)	Frequent (3)	Very Frequent (4)
Lifting – lbs. (0-40)		Lifting (3)		Bending (3)
Pushing and/or Pulling Loads (3)			Reaching Overhead (3)	Kneeling or Squatting (3)
Climbing Stairs (2)			Climbing Ladders (0)	