



*****HIRING NOTICE*****

Position Title: Workforce Investment Specialist
Agency Title: Program Manager, Workforce Investment Council
Job ID: 25183
Open Period: June 2, 2014 – June 17, 2014

Overview:

The Office of the Deputy Mayor for Planning and Economic Development (DMPED) is charged with executing the Mayor's economic development strategy which encourages growth and investments across the District. DMPED is responsible for managing catalytic real estate projects, promoting business expansion within the city, and creating jobs. More information is available on the DMPED's website at dmped.dc.gov.

DMPED is seeking a Program Manager for its Workforce Investment Council (WIC) business unit. The WIC is a private-sector led board responsible for advising the Mayor, Council, and District government on the development, implementation, and continuous improvement of an integrated and effective workforce investment system.

Position Description:

WIC Program Managers are responsible for evaluating the effectiveness of District workforce development policies and programs, and assisting the WIC board and staff in providing oversight, monitoring, and technical assistance responsibilities with respect to such programs. WIC Program Managers report to the WIC Executive Director.

Specific responsibilities include:

- Monitor and coordinate projects that receive funding through the WIC or funding requiring WIC oversight.
- Use workforce development program data to evaluate the performance of service providers. Develop tools to assist key partners and stakeholders in using data to improve service delivery and program performance.
- Develop criteria and protocols for evaluating the effectiveness of existing and proposed workforce investment activities. Develop methods for reporting on the performance of workforce services, programs, and providers to key stakeholders.
- Conduct extensive best practice research designed to inform the development of applicable benchmarks, new programming, and funding opportunities. Conduct studies and analyses with regard to assigned workforce topics.
- Prepare recommendations, plans, and reports on specific topics as requested by the WIC Executive Director and Board.
- Coordinate and lead meetings with public stakeholders, interagency working groups, and community organizations.

- Maintain awareness of both federal and District workforce and economic development activities and policies.
- Perform other related duties as assigned.

Experience/Qualifications:

- Bachelor's degree with a focus in public policy, business, urban planning, economics or a related field. Advanced degree is preferred.
- Strong knowledge of the Workforce Investment Act, and other District and federal laws, rules, codes, and regulations governing workforce development programs and services.
- Expert knowledge of issues, concepts, and practices related to domestic workforce development or community economic development.
- Expert knowledge of a wide range of qualitative and/or quantitative analysis and methods for gathering, evaluating, interpreting information and data for the assessment and improvement of program effectiveness, or the improvement of complex management processes and systems.
- Expert knowledge of, and skill in, problem solving, negotiation strategies, and project management.
- Excellent oral and written communication skills sufficient to advise and consult with a variety of executives and managers, present findings and recommendations, negotiate agreements, and secure cooperation; and to speak and write convincingly to audiences including outside agencies and local representatives and groups.
- Excellent interpersonal skills to establish and maintain an effective working relationship with all levels of management officials.
- Expert knowledge of business and job seeker services theory and practices, project management, and program evaluation in the workforce development field.
- Ability to work with a range of audiences and stakeholders from diverse backgrounds. Demonstrated ability to exercise tact and discretion in dealing with persons at various levels and in various job categories.
- Knowledge of and experience with the use of a range of computer-related tools, including Excel (pivot tables and macros), data-management software packages, and online survey instruments.

Salary: This position is a grade 13 on the District government's career service salary scale. The salary ranges from \$74,171 to \$95,564. Actual salary is commensurate with experience and the applicant's past salary history.

Application Process: This position is posted on the DC government's Department of Human Resources (DCHR) website. Interested applicants are encouraged to apply through DCHR's website at dchr.dc.gov. Click on current job openings on main page and search by the job ID number to find the position.