

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Director of Workforce Development</u>
Sch & Grade	<u>DHS-14 (Unclassified)</u>
Class Code	<u>AA16</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Department Head Series</u>

PRIMARY PURPOSE:

To plan, coordinate, and manage the activities of the City's Department of Workforce Development which provides comprehensive employment and training programs for the disadvantaged, unemployed, or underemployed in the Ozarks region through the Missouri Career Center. The Director also serves as staff director for the Workforce Investment Board (WIB) and the Council of Local Elected Officials (CLEO).

SUPERVISION:

Under the general direction and supervision of the Assistant City Manager, WIB, and CLEO; supervises professional, technical, and administrative support personnel both directly and indirectly. Provides general oversight and supervision to the Coordinator to the Mayor's Commission on Human Rights.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Plans, coordinates, and directs personnel in the activities of the Workforce Development programs to provide job training & employment opportunities and enhance the self-sufficiency of economically disadvantaged, unemployed and/or underemployed individuals, in accordance with the Workforce Investment Act of 1998 as well as allied laws and regulations.
2. Develops departmental goals and operational objectives as well as department policies and procedures. Serves as staff director for the WIB and CLEO.
3. Directs the development of a plan for Workforce Development revenue-sharing funds and other government agency programs that support or serve area needs.
4. Directs the development and monitoring of contracts with various local and state agencies to carry out Workforce Development services.
5. Consults with and represents the department and city at civic groups, community organizations, private industry, and at public affairs including developing and maintaining effective inter-agency working relationships at the local, state, and federal level.
6. Oversees departmental budget including planning, preparing, and administering.
7. Prepares and delivers public presentations and speeches.
8. Demonstrates continuous effort to improve operations, streamline work processes and work cooperatively and jointly to provide quality customer service.
9. Develops long-range planning for department policies and programs and works with appropriate staff on implementation plans.
10. Guides and directs a staff of professional, technical, and administrative support personnel including making selection decisions, completing performance evaluations, and ensuring staff have adequate training and professional development opportunities. Provides general oversight and supervision to the Coordinator to the Mayor's Commission on Human Rights.
11. Monitors staff development and provides development to insure appropriate succession planning within the Department.

IMPORTANT FUNCTIONS:

1. Attends conferences, seminars, workshops and other training for professional development purposes.
2. Utilizes computer software applications.
3. Develop and maintain working relationships with professionals at the local, state, and federal level and others providing workforce development and training services for the City and the region.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

General knowledge of job training and employment programs governed by the Workforce Investment Act of 1998 and allied laws, rules, and regulations; grant writing techniques; modern management principles and techniques; principles and practices of supervision and personnel administration; recruiting and placement procedures used by private and public employers; vocational preparation methods and manpower development.

Abilities

Effectively lead, plan, organize, administer and supervise departmental activities and staff; utilize sound independent judgment; prepare comprehensive and sound recommendations; formulate effective policy; prepare and present clear and comprehensive written and verbal reports; deliver effective presentations; read, understand, apply and comply with regulations governing the use of grant monies; follow oral and written instructions; communicate effectively both verbally and in writing; deal effectively and courteously with a wide variety of clients, citizens, employees, government and other outside agencies, private industry, and community groups; present an overall professional image; model and facilitate a working environment that encourages awareness and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the City’s stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Graduation from an accredited college or university with a Bachelor’s Degree in Business or Public Administration, Human Resource Management, Sociology, Education, or related area, plus five years of professional experience in directing programs providing job training and/or employment opportunities for economically disadvantaged, unemployed and underemployed individuals. Master’s degree in an appropriate field preferred.

Physical Requirements

Ability to operate computer keyboard and/or mouse.

Working Environment

Primarily indoors with heating and cooling regulated in a general office environment.

Licensing/Certification

None required.

Miscellaneous Requirements

Must establish and maintain residency within the city limits of Springfield within 6 months of employment and maintain City residency throughout appointment.

Last Revision:	February 9, 2012	GENERAL ORDINANCE NO. 4609
Comments:	Updated Abilities	Date: June 10, 1996

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____