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| *VACANCY ANNOUNCEMENT* |
| **Job Title**: Workforce Education & Literacy Manager **Department:** Contracts  **Opening Date: February 2023** **Closing Date:** Until Filled  **FLSA Status:** Regular Full-Time/Exempt **Salary Range:** |
| **SUMMARY:** Directly responsible for working with subrecipients, contractors, partners, and providers and to ensure efficient and effective service delivery through strategic planning, implementation, and the administration of the programs. This position serves as the lead of adult education & literacy, promoting cooperation and collaboration through effective channels of communication ensuring program compliance and outcomes within budgetary guidelines. This position provides leadership and direction to support the integration and delivery of a range of workforce, education and literacy services in compliance with the Board, State and Federal guidelines. |

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| **ESSENTIAL DUTIES AND RESPONSIBILITIES:** This job description is intended to identify the essential functions of a position and should not be interpreted as all-inclusive. The employee may be required to perform or assume additional job-related responsibilities other than those stated in this job description.   1. Manages program functions including the delivery and implementation of the grant requirements through the collaboration of the consortium partners and community organizations. 2. Supervise staff, build, manage and sustain a high-functioning and performing adult education team and partnerships. Effectively communicate expectations to team members and external stakeholders. 3. Oversees the establishment of program guidelines, goals and objectives; priorities, standards for achieving goals; and manages evaluation activities. 4. Oversees the development and implementation of guidelines, procedures, policies, rules and regulations, and monitors compliance and accountability. 5. Manages the oversight of data-driven programs and validation in systems such as TEAMS, TWIST and other appropriate software necessary to evaluate performance. 6. Manages the oversight of Professional Development requirements to ensure contractors fulfill their responsibility and requirements. 7. Produces correspondence, policies and standard operating procedures affecting the overall program designs. 8. Represents the organization and/or department at meetings, conferences, panels, and committees. 9. Assist in the negotiation and development of contracts, including statement of work, budget, and performance outcomes. 10. Develops and evaluates budget requests, monitors expenditures, and make adjustments as necessary through contract amendments; and recommends cancellations of contracts when unwarranted deviations occur. 11. Prepare required reports and reviews statistical projections for accuracy of data and validity of projections. 12. Establish community partnerships and collaborative relationships promoting workforce and education initiatives. 13. Manage multiple projects and provide oversight to associated staff. 14. Assist with identifying and securing additional resources such as grants to enhance existing programs and services and/or new services. 15. Plan, assigns, and supervises the work of others. 16. Read, interpret and communicate relevant legislation, guidance letters, etc. 17. Performs related work as assigned.   **SUPERVISORY RESPONSIBILITIES:** This position will have supervisory responsibilities. The Workforce Education & Literacy Manager is responsible to the Executive Vice President and works within established Workforce Solutions, State, Federal and local guidelines and regulations. Work is performed under general supervision and guidance and is subject to prior assignment and review.  **QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  **EDUCATION and/or EXPERIENCE:** Master’s Degree preferred. Bachelor’s Degree from an accredited four-year university or college with major course work in the field relevant to the assignment with five years is generally preferred. Experience in how to apply grant requirements and program rules into practice; experience in fiscal and administrative management procedures; knowledge and ability to follow local, state, and federal guidelines for; and experience in analyzing program results and implementing corrective actions. Knowledgeable of federal and state programs: Specifically Adult Education & Literacy with WIOA, TANF, SNAP, Childcare Services, Wagner Peyser Employment Services, and others preferable.  **LANGUAGE SKILLS:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to effectively write reports, business correspondence, and procedural manuals. Ability to effectively present and communicate information to management, public groups, and/or boards of directors.  **MATHEMATICAL SKILLS:** Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plain and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.  **REASONING ABILITY:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.  **OTHER SKILLS and ABILITIES:** Knowledge of principles and practices of relevant Federal, State, and local laws, rules and regulations; evaluation techniques and procedures; labor market functioning, local economic and social conditions, and the legal and administrative functioning of local educational, training, private industry, and social service organizations. Ability to interpret and make decisions in accordance with existing laws, rules, and regulations; handle delicate and controversial negotiations and still maintain effective working relationships with parties to the negotiations; communicate at a highly professional level in both oral and written forms; prepare complex documents, manage time and organize work to meet agency and legal deadlines; computer skills in various software programs for the production of spreadsheets and correspondence.  **PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.  **TRAVEL:** Due to the nature of job, travel will be required approximately 20-30% of work time. Must possess own method of transportation.  **WORK ENVIRONMENT**: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.  To apply: email ([bstein@wfsdallas.com](mailto:bstein@wfsdallas.com)) or mail letter of application, resume and salary requirement to: Workforce Solution Greater Dallas, ATTN: H.R. Department, 500 N. Akard Street, Suite 3030, Dallas, TX 75201. You may also apply via [www.workintexas.com](http://www.workintexas.com/) . Applicants who are invited to interview for the position will be required to also complete an employment application. Information contained in resumes and letters of application is subject to verification by Workforce Solutions Greater Dallas. Workforce Solutions Greater Dallas is an EEO/AA/Drug Free Workplace Employer and complies fully with the Americans with Disabilities Act (ADA). Auxiliary aids and services are available upon request to individuals with disabilities. |