

VACANCY ANNOUNCEMENT

Job Title: Workforce Systems Contract Manager

Opening Date: September 2023 – Closing Date Until Filled
Department: Contracts
Job Code: Professional
FLSA Status: Full-Time / Monday – Friday; 8:00 am – 5:00 pm

SUMMARY: Directly responsible for working with subrecipients, contractors, partners, and providers to ensure efficient and effective service delivery through strategic planning, implementation, and the administration of the workforce system services and programs. This position serves as the lead of workforce system services, promoting cooperation and collaboration through effective channels of communication ensuring program compliance and outcomes are within multiple grants and budgetary guidelines. This position provides leadership and direction to support the integration and delivery of a wide range of workforce services in compliance with the Board, State and Federal guidelines.

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.

- A. Manages the workforce system operations contract and program functions including the delivery and implementation of multiple grant requirements through the collaboration of the workforce subrecipients, contractors and community organizations.
- B. Reads, interprets, and implement procedures in accordance with the workforce operation systems and program guidelines (Workforce Innovation and Opportunity Act, Supplemental Nutrition Assistance Program, Temporary Assistance for Needy Families/Choices, etc.), goals and objectives; priorities, and standards for achieving goals.
- C. Administers the development of guidelines, procedures, policies, rules and regulations, and monitors compliance and accountability.
- D. Ensures the implementation and oversight of the workforce system projects and guidance, directives and initiatives issued by the Texas Workforce Commission, Department of Labor, and/or other state or federal entities.
- E. Manages the oversight of data validation in systems such as TWIST, WorkInTexas, and any other appropriate software necessary to evaluate performance.
- F. Supervises staff who oversees workforce initiatives to ensure contractors fulfill their responsibility and requirements.
- G. Produces correspondence, policies and standard operating procedures affecting the overall program designs.
- H. Represents the organization and/or department at meetings, conferences, panels, and workgroups.

- I. Assist in the negotiation and development of contracts, including statement of work, budget, and performance outcomes.
- J. Develops and evaluates budget requests, monitors expenditures, and approves the request as necessary through contract amendments; and recommends cancellations of contracts when unwarranted deviations occur.
- K. Prepares descriptive and analytical required reports and review statistical projections for accuracy of data and validity of projections.
- L. Establish community partnerships and collaborative relationships promoting workforce services.
- M. Manage multiple projects and provide oversight to associated staff.
- N. Assist with identifying and securing additional resources such as grants to enhance existing programs and services and/or new services.
- O. Plan, assigns, and supervises the work of others.
- P. Read, interpret and communicate relevant legislation, guidance letters, etc.
- Q. Performs related work as assigned.

SUPERVISORY RESPONSIBILITIES: This position may have supervisory responsibilities. The Workforce Systems Contract 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: WIOA (Adult, Dislocated Worker, and Youth), TANF, SNAP, and other workforce initiatives.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information to top 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 50 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) a letter of application, resume and salary requirement. You may also apply via www.workintexas.com Job # 16180837 and/or <https://www.linkedin.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.