

VACANCY ANNOUNCEMENT

Job Title: Industry Sector Manager
Opening Date: March 2022
FLSA Status: Regular Full-Time/Exempt

Department: Resource Development & Deployment
Closing Date: Until Filled
Salary Range:

SUMMARY: Responsible for maintaining an industry partnership, implementing a strategic plan to ensure the systematic expansion of the workforce pool in the Dallas/Fort Worth region. The Manager will report progress to the industry and education partners and will be accountable for results. 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES: 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. Typical duties include:

- Develops and maintains relationships with employers, industry associations, members of regional public and higher education school administration and boards and workforce boards to promote talent pipeline development in high growth/high demand industries.
- Assists local employers with identifying and recruiting qualified applicants to fill critical positions. Advises employers on available resources, training programs and labor market information.
- Support employer validation processes and supports for regional educational entities.
- Manage digital marketing asset development with Workforce Solutions Greater Dallas data teams to support sector and occupational outreach.
- Support development of talent supply/demand data reporting with data teams.
- The Manager will foster career awareness of the high/growth high demand industries both in schools and in the community at large to provide specific learning opportunities for K-16.
- The Manager will assist in developing and maintaining work-based learning activities for both students and educators. Coordinating with industry partners, activities of the cluster will expose potential employees to the dynamic and exciting environment of various industries' technology and processes.
- The Manager will work with key industries to insure an efficient administrative operation. These responsibilities include but are not limited to announcement and facilitation of meetings, maintenance of meeting minutes and associated documentation, and correspondence as needed.

SUPERVISORY RESPONSIBILITIES: This role will report to the Senior Vice President and works within established State and Federal guidelines and regulations. Work is performed under general supervision. Acts on own initiative to develop, initiate, implement, evaluate, and improve activities in relation to overall agency goals and established guidelines and regulations. The position has no staff supervisory responsibilities.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Bachelor's degree (B.A.) from four-year college, or university in Business Administration, Public Administration, or a related field. Must have strong relationship development background, knowledge of the Dallas County labor market, and a minimum of five years progressively responsible experience.

SPECIFIC SKILLS: Good interpersonal skills and ability to interface at all levels. Experience developing plans, organizing work and achieving results on schedule and on budget. Good communication skills, both written and oral. Experience working with high growth/high demand industries.

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write presentations and/or articles for distribution or publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS: Ability to apply advanced mathematical concepts to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES: Knowledge of principles of management and leadership, labor market functioning, local economic and social conditions, local educational and social services organizations, local populations groups and community organizations, and relevant government rules and regulations.

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 stand; 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 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.

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 (hr@wfsdallas.com) or bstein@wfsdallas.com 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 Job Number **(15190308)**. 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. WFSDallas is a proud partner of the American Job Center Network and an EEO/AA/ADA Employer. 100% of paid costs would be from Federal Funds.