

SUPPLEMENTAL JOB DESCRIPTION

Classification: Administrator II Function Code: 0070-022

In-House Title: Workforce Community Development Administrator Date Established: 08/15/88

Position Number: 11518 Date of Last Amendment: 10/28/20

Employee: _____ Supervisor: Joseph Doiron

SCOPE OF WORK: Administers statewide objectives of the Department of Business and Economic Affairs (BEA) related to workforce community development by directing, implementing, and evaluating workforce-related services, including those funded through the Workforce Innovation and Opportunity Act (WIOA).

ACCOUNTABILITIES:

Analyzes workforce and industry sector data and research to prepare comprehensive reports addressing unique, high impact workforce needs within the New Hampshire economy. Creates economic profiles, determines trends, and makes recommendations to the Division director and the State Workforce Innovation Board (SWIB) to inform decision-making related to the allocation of funding and support of specific initiatives.

Creates, implements and manages specialized projects and programs designed to alleviate workforce gaps and advance Workforce Innovation and Opportunity Act (WIOA) and Division goals and objectives. Develops, modifies, authorizes and evaluates related policies and procedures to ensure program performance achieves expected outcomes.

Serves as the head of the state's Rapid Response Team to provide immediate support to businesses and employees experiencing lay-off or closure, including leading the coordination with other state agencies and partners to provide services and retraining opportunities, planning and executing an on-site presence, and evaluating the process for efficiency and effectiveness.

Researches and locates sources of grant funding for Division activities and undertakes steps to secure the funding, including drafting grant proposals, developing budgets, identifying potential partnerships, and measuring program outcomes. Reviews grant proposals prepared by director and other staff; ensures accuracy of information and makes recommendations for modification for improvement.

Finds and creates workplace training programs and opportunities as part of the Division's Workforce Program for dislocated, adult, emerging workforce, underemployed and other identified workforce groups to benefit New Hampshire businesses.

Prepares and presents public defense of proposed changes in workforce policy or regulations, including testifying on legislative bills for workforce development issues in accordance with current BEA policy initiatives.

Directs the production of marketing and informational materials, such as presentations and pamphlets, within the confines of grant and budget restrictions and current department marketing guidelines, to inform the public of workforce initiatives and progress.

Utilizes discretion and confidentiality when engaging in communication involving sensitive community relations and business information, to include managing the conflicting priorities of the development entities concerned.

Collaborates with and provides technical assistance to communities, community groups, and private not-for-profit organizations seeking to network with the Division in order to improve the delivery of services to businesses.

Serves on committees and boards as assigned by the Division director to represent the Division's interests, explain the Division's services and role, and remain up-to-date on current, local, state and federal events affecting workforce development.

MINIMUM QUALIFICATIONS:

Education: Master's degree from a recognized college or university.

Experience: Six years' experience in program planning, workforce development, economic development or project management, four years of which must have been in a management level position involving administrative or supervisory duties concerned with program administration, program planning and evaluation, business management or related management experience.

OR

Education: Bachelor's degree from a recognized college or university.

Experience: Seven years' experience in program planning, economic development or project management, four years of which must have been in a management level position involving administrative or supervisory duties concerned with program administration, program planning and evaluation, business management or related management experience.

License/Certification: Must possess a valid driver's license for statewide travel.

DISCLAIMER STATEMENT: The supplemental job description lists the essential functions of the position and is not intended to include every job duty and responsibility specific to the position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

