

## **Program Assistant – Workforce Development Division**

Southern Georgia Regional Commission is accepting applications for the position of Program Assistant in the Workforce Development department. Responsibilities include meeting planning, invoice review, data entry, file management and other administrative skills. Good grammar, spelling and composition skills required. Must be skilled in the use of computers, word processing, spreadsheets, and database software. Must possess at least one year of post-HS education and two years w/e. Additional w/e may substitute for post-HS education. Full-time position with excellent benefits. Salary range low to mid 30's. MVR, background check and drug test required. Send resume to SGRC, 1725 South Georgia Parkway, W, Waycross, GA 31503 or to [jlbenett@sgrc.us](mailto:jlbenett@sgrc.us). Position open until filled. EOE.

For application and detailed job description please visit <https://www.sgrc.us/careers.html>.

### **Job Summary**

This position is responsible for performing programmatic and administrative duties for the Workforce Development Department.

### **Job Duties and Responsibilities (major duties)**

- Reviews Workforce Innovation and Opportunity Act (WIOA) applications to verify eligibility for training and to determine funding sources; reviews applications for accuracy and completeness.
- Enters and maintains participant data in the State Virtual One Stop (VOS) data management system.
- Assists with the review and evaluation of service provider invoices.
- Provides technical assistance as needed to service providers.
- Manages participant cost commitments for training and supportive services.
- Prepares monthly, quarterly and annual reports for all adult, dislocated worker and youth programs.
- Assists WIOA staff on changes and modifications to contracts; types contract modifications, and distributes to appropriate persons.
- Assists with the preparation of all WFD meetings.
- Prepares correspondence, emails, requisitions and reports.
- Assists staff with travel arrangements.
- Copies and distributes documents
- Establishes and maintains a filing system for information and documents for the WFD department.
- Attends meetings, conferences, seminars and other training activities related to providing services to WIOA customers.
- Performs other related duties as assigned.

### **Knowledge, Skills and Abilities Required**

- Knowledge of local, state and federal regulations, laws and policies pertaining to WIOA programs and youth system programs.
- Knowledge of comprehensive training programs/activities.
- Knowledge of client assessment tools and techniques.

- Knowledge of the commission's mission, policies, and procedures.
- Knowledge of generally acceptable formats for various reports.
- Knowledge of the principles and practices of records management.
- Skill in performing mathematical calculations with accuracy and completeness.
- Skill in preparing and presenting various reports.
- Skill in establishing and maintaining effective partnerships with co-workers, service providers, program registrants, and work site personnel.
- Skill in operating a computer and standard office equipment.
- Skill in public and interpersonal relations.
- Skill in verbal and written communication.

### **Minimum Qualifications**

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

### **Preferred Qualifications**

- Three (3) years of experience in Workforce or a closely related field.

### **Supervisory Controls**

The Deputy Executive Director of Human Services assign work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

### **Guidelines**

Guidelines include Workforce Innovation and Opportunity Act regulations and advisories, Technical College System of Georgia, Office of Workforce Development regulations, and departmental policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

### **Complexity**

The work consists of varied programmatic and administrative duties. Strict regulations contribute to the complexity of the position.

## Scope and Effect

The purpose of this position is to assist in the implementation of WIOA services. Success in this position contributes to the efficiency and effectiveness of department operations.

## Contacts

Contacts are typically with co-workers, state and federal agency representatives, service providers, elected and appointed officials and members of the general public. Contacts are typically to give and exchange information, resolve problems, and provide services.

## Work Environment/Physical Demands

The work is typically performed in an office. Work is typically performed while sitting at a desk or table, or while intermittently sitting, standing or stooping.

## Supervisory and Management Responsibilities

None

## Position Details

Full-Time                       Part-Time                       Intern                       Contractor  
 Exempt                       Non-Exempt

Monday	Tuesday	Wednesday	Thursday	Friday
8:30 am – 5:00 pm	8:30 am – 5:00 pm	8:30 am – 5:00 pm	8:30 am – 5:00 pm	8:30 am – 5:00 pm

## Equal Opportunity/Affirmative Action

The Southern Georgia Regional Commission is an Equal Opportunity/Affirmative Action employer. We provide equal employment opportunities without regard to race, color religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable federal, state or local law.

*I, the employee, understand that this document is not to be construed as a contract, either implied or explicit. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities. All information contained herein is merely an attempt by the Southern Georgia Regional Commission to explain the essential duties that I am expected to perform. I understand that, at my supervisor's discretion, additional duties and responsibilities may be placed upon me at any time.*

---

Employee Signature

Date

---

Supervisor Signature

Date