

Program Manager – Workforce Development Division

Southern Georgia Regional Commission is accepting applications for the position of Program Manager. Duties include writing and maintaining policies and procedures, writing and maintaining contracts, invoice review and supervision of programmatic staff. Minimum of a Bachelor's degree in business administration, public administration, organizational development, training, or related field. Full-time position with excellent benefits. Salary range \$45,000 - \$55,000, DOE/Q. Valid driver's license, MVR, background check and drug test required. Send resume to SGRC, 1725 South Georgia Parkway, W, Waycross, GA 31503 or to jlbenett@sgrc.us. Position open until filled. EOE

See job description at <https://www.sgrc.us/careers.html>.

Job Summary

This position is responsible for coordinating and managing workforce development programs and services.

Job Duties and Responsibilities (major duties)

- Coordinates programmatic staff activities.
- Writes, updates and maintains Workforce Development policies and procedures
- Provides administrative support to the Workforce Development Board and Youth Committee; makes arrangements for board meetings; maintains and updates documents relative to the origin, functions and responsibilities of the Board and Youth Committee; provides current and accurate information to the Board and Youth Committee.
- Coordinates the review, approval and entry of WIOA applications.
- Coordinates the review, evaluation and approval of service provider invoices.
- Creates annual monitoring schedules and distributes assignments to monitoring staff; coordinates and assists with service provider monitoring; reviews and approves service provider monitoring reports; works directly with service providers to identify and resolve issues.
- Provides technical assistance to WIOA staff and service providers; creates forms, templates and other technical assistance tools to assist staff and service providers.
- Assists the Deputy Executive Director of Human Services in the writing of contracts with service providers; modifies contracts as needed.
- Assists the Deputy Executive Director of Human Services in the preparation of the Regional Plan.
- Prepares and presents reports to the Deputy Executive Director of Human Services, Workforce Development Board (WDB) and the Executive Committee of Local Chief Elected Officials (LCEO's).
- Coordinates, facilitates and attends meetings related to WIOA programmatic activities; Participates in pertinent local and state collaborative groups and task forces.
- Coordinates and establishes relationships with employees of state agencies, local governmental personnel, service provider staff, co-workers, elected officials and others to promote and maintain respect, encourage cooperation, and develop strong team orientation; attends public hearings, seminars, conferences and other meetings relating to workforce development; communicates with state, regional and local staff about workforce issues; makes presentations concerning workforce development; makes contact and coordinates with local agencies that provide employment and training services.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities Required

- Knowledge of job training design and techniques.
- Knowledge of local, state and federal regulations, laws and policies pertaining to WIOA programs and youth system programs.
- Knowledge of the commission's mission, policies, and procedures.
- Knowledge of center and department functions and organization.
- Knowledge of generally acceptable formats for various reports.
- Skill in technical and grant writing.
- Knowledge of contract requirements for service providers.
- Knowledge of comprehensive training programs/activities.
- Skill in performing mathematical calculations with accuracy and completeness.
- 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 preparing and presenting various reports.
- Skill in public and interpersonal relations.
- Skill in verbal and written communication.

Minimum Qualifications

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years' experience or service.
- 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

- Master's degree in business administration, public administration, economics, or related field.
- Three (3) years of experience in Workforce or a closely related field.

Supervisory Controls

The Deputy Executive Director of Human Services assigns work in terms of very 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, Training and Employment Guidance Letters and Equal Opportunity regulations. These guidelines require judgment, selection, and interpretation in application. This position develops departmental guidelines.

Complexity

The work consists of varied duties in management, administration, and policy development. Strict program requirements and deadlines contribute to the complexity of the work.

Scope and Effect

The purpose of this position is to manage the day-to-day programmatic operations of the Workforce Development department. Success in this position contributes to a better trained area workforce.

Contacts

Contacts are typically co-workers, representatives from member governments, state and federal agencies, service providers, contractors, elected officials, representatives from business, civic, nonprofit, agricultural, and media groups, and the general public. Contacts are typically to give or exchange information, motivate persons, negotiate and settle matters, resolve problems, and justify decisions.

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

This position has direct supervisor over Program Monitor (1) and Program Assistants (3).

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