

Job Title: Supervisory Workforce Development Specialist

Grade: MSS -14

Salary: \$104,702 – \$146,582

Requirements: Degree from an accredited 4-year college required. Master’s Degree in Organizational Development, Education, Business Administration, Social Work or equivalent preferred.

Qualifications:

- Knowledge of local and federal workforce development laws and regulations
- Ability to communicate effectively orally and in writing
- Experience providing leadership in a managerial capacity

Job Description:

Collective Bargaining Unit (Union): This position is not covered by the collective bargaining unit.

This position is located in the Division of State Initiatives and will oversee transitional employment programs designed to serve District residents that face significant barriers to long-term employment. The programs provide job readiness and life skills training, work experience, and job search assistance to District residents that often reside in areas of high unemployment, poverty and crime. The programs under the Division of State Initiatives include Project Empowerment, DC Career Connections, LEAP, the Senior Community Service Employment Program and Back to Work 50+. DSI staff provide a range of supportive services, such as job coaching and case management, to assist participants secure permanent, unsubsidized employment

Program Management

- Reviews, interprets and reports on Local and grant funded allocations
- Prepares written grants and submits them for specific programs
- Designs, writes, evaluates and modifies policies to ensure that programs are effective and in compliance with legal requirements
- Analyzes statistical data and reports to identify and determine causes of problems and develops recommendation for improvement.

Personnel Management

- Provides the full range of technical and administrative supervision for management and staff under DSI.
- Assigns and reviews the workload of the office, determines scheduling priorities, and ensures that service activities are properly and effectively time-phased to accomplish program objectives.
- Assists in preparing procedures, directives, instructions, and guidance materials relating to area of responsibility.
- Assigns, directs, and reviews the work of subordinate employees; recommends promotions, status changes, awards, disciplinary actions; and interfaces with employees and union representatives on various matters. Ensures that employee records are maintained in an orderly fashion and that documentation regarding their work is recorded in a manner that will ensure an accurate yearly evaluation.