

Workforce Development Coordinator

Classification Title: Workforce Development Coordinator

FLSA Status: Exempt

BRIEF DESCRIPTION: Administers job-related assistance programs. Plans and administers services for dislocated businesses and employees. Assesses needs and provides technical oversight programs available to provide transitional services. Procures contracts and ensures accountability for contracted services. Serves as staff liaison to support various boards and committees.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	L	Serves on committees and acts as a liaison for employers and dislocated workers. Contacts employers to advise them of services available. Interprets state and federal laws and regulations relative to programs.
2	L	Provides technical assistance to funded businesses and training providers. Monitors business and contractor compliance with regulations. Conducts follow up reviews or site visits to ensure recommended actions are implemented.
3	L	Manages the daily activities of the programs. Coordinates services with community based organizations and provides recommendations for service. Develops plans of action for contractors or management.
4	S	Provides regular information and documents to reporting agencies. Prepares statistical data for boards and elected officials. Establishes and maintains effective external communications and working relationships with community organizations and the public.
5	S	Reviews and approves education and training programs and training providers authorized to receive funds.

CLASSIFICATION REQUIREMENTS:

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Education	Bachelor's degree in Public Administration, Business Administration, Human Resources Management or related field.
Experience	Three years of experience in administration.

CLASSIFICATION REQUIREMENTS	
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	None.
Reading	Advanced
Math	Intermediate
Writing	Advanced
Managerial	Receives General Direction.
Budget Responsibility	Researches documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget expenditures (typically non-discretionary expenditures).
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees or a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness and realigning work as needed.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues. Evaluates customer satisfaction, develops cooperative associations and relationships, and utilizes resources to continuously improve external customer relations and satisfaction. Makes presentations and answers questions with regard to presentation materials and findings.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computers, printers and related software

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	Other (see 2 below)

- (1) N/A
- (2) N/A

Wake County, NC

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PROTECTIVE EQUIPMENT REQUIRED:

None.