



*****HIRING NOTICE*****

Position Title: Workforce Intermediary Officer
Agency Position Title: Associate Director, Workforce Investment Council
Job ID: 25184
Open Period: June 2, 2014 – June 17, 2014

Overview:

The Office of the Deputy Mayor for Planning and Economic Development (DMPED) is charged with executing the Mayor's economic development strategy which encourages growth and investments across the District. DMPED is responsible for managing catalytic real estate projects, promoting business expansion within the city, and creating jobs. More information is available on the DMPED's website at dmped.dc.gov.

DMPED is seeking an Associate Director for its Workforce Investment Council (WIC) business unit. The WIC is a private-sector led board responsible for advising the Mayor, Council, and District government on the development, implementation, and continuous improvement of an integrated and effective workforce investment system.

Position Description:

The WIC Associate Director serves as a senior-level staff person, responsible for assisting the WIC board and staff in evaluating the effectiveness of District workforce development policies and programs, and proposing new policies or programs for efficiently targeting resources toward hiring and training services that provide the greatest benefits to local residents. The WIC Associate Director reports to the WIC Executive Director.

Specific responsibilities include:

- Analyze data provided by WIC staff and partner agencies relating to workforce system and workforce program performance, and provide recommendations for policies and strategies that support continuous improvement of programs and services.
- Conduct best practice research designed to inform the development of applicable benchmarks, new programming, and funding opportunities. Make recommendations regarding adjustments to current, and the development of new, programming needed to better prepare District residents for the jobs available in the regional economy.
- Develop criteria and protocols for evaluating the effectiveness of existing and proposed workforce investment activities. Develop methods for reporting on the performance of workforce services, programs, and providers to key stakeholders. Use workforce development program data to evaluate the performance of services and providers.
- Monitor and coordinate projects that receive funding through the WIC or funding requiring WIC oversight. Provide technical assistance to workforce development service providers.
- Evaluate relevant federal and District legislation and make projections regarding the impact on workforce development strategies and initiatives. Define problems, identify and evaluate

alternatives, and assess impacts when participating in planning activities that involve long-range, complex and potentially politically sensitive issues.

- Serve as a source of expertise, giving advice and feedback to agency staff on various projects. Work with other DC Government entities to develop and implement coordinated workforce and adult education policies, programming, and performance monitoring.
- Prepare recommendations, plans, and reports on specific topics as requested by the WIC Executive Director and Board. Coordinate and lead meetings with public stakeholders, interagency working groups, and community organizations.
- Performs other related duties as assigned.

Experience/Qualifications:

- Bachelor's degree with a focus in public policy, business, urban planning, economics or a related field. An advanced degree is preferred.
- Expert knowledge of the Workforce Investment Act, and other District and federal laws, rules, codes, and regulations governing workforce development programs and services.
- Expert knowledge of issues, concepts, and practices related to workforce development or community economic development.
- Expert knowledge of a wide range of qualitative and/or quantitative analysis and methods for gathering, evaluating, interpreting information and data for the assessment and improvement of program effectiveness, or the improvement of complex management processes and systems.
- Expert knowledge of, and skill in, problem solving, negotiation strategies, and project management.
- Excellent oral and written communications skill sufficient to advise and consult with a variety of executives and managers, present findings and recommendations, negotiate agreements, and secure cooperation; and to speak and write convincingly to audiences including outside agencies and local representatives and groups.
- Excellent interpersonal skills to establish and maintain an effective working relationship with all levels of management officials.
- Expert knowledge of business and job seeker services theory and practices, project management, and program evaluation in the workforce development field.
- Ability to work with a range of audiences and stakeholders from diverse backgrounds. Demonstrated ability to exercise tact and discretion in dealing with persons at various levels and in various job categories.

Salary: This position is a grade 14 on the District government's career service salary scale. The salary ranges from \$81,661 to \$112,933. Actual salary is commensurate with experience and the applicant's past salary history.

Application Process: This position is posted on the DC government's Department of Human Resources (DCHR) website. Interested applicants are encouraged to apply through the DCHR's website at dchr.dc.gov. Click on current job openings on main page and search by the job ID number to find the position.