

EMPLOYMENT AND TRAINING PROGRAM COORDINATOR

KIND OF WORK

Advanced professional planning, operational or administrative employment and training program analysis work.

NATURE AND PURPOSE

Under limited supervision, plans, develops and administers employment and training programs or projects to meet the needs of economically disadvantaged and unemployed citizens with services delivered through grantees and subgrantees. Provides lead work direction to subordinate staff engaged in administrative functions within those programs. Provide lead work to advisory boards. Performs related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Provide programmatic lead work direction to subordinate staff within State Jobs Training Office, staff within other divisions of the Department of Economic Security, subgrantee staff, and advisory committees to ensure quality and timelines with established program goals and objectives. The lead work may include program planning, development of new legislative initiatives, policy development for new and existing employment and training programs and program monitoring.

Plan, develop and administer employment and training programs or projects so that program participants can become economically self-sufficient and available resources will be maximized. This is done by assessing areas of greatest need, researching possible program approaches and alternatives, developing program policies, allocating resources through the grants process, and analyzing outcomes.

Provide lead staff work to the Governor's Job Training Council and its committees in the development of recommendations for employment and training policies and strategies for the utilization of employment and training funds so that programs are cost effective and can best meet the needs of unemployed and economically disadvantaged individuals.

Develop legislative initiatives to secure funding for new employment and training programs and to modify existing programs in order to best meet the employment and training needs of unemployed and economically disadvantaged individuals.

Develop and submit funding proposals to federal, state and private foundations to establish new programs to enhance and increase the quality of employment and training services available to unemployed and economically disadvantaged individuals.

Consult with local, state and federal officials in the administration and development of employment and training programs on projects to ensure that the interests of the state and its citizens can be maximized within the framework of the enabling legislation.

Develop and implement public information and training and technical assistance plans for employment and training program deliverers so that services are administered in the most effective manner and appropriate communication channels are established.

Develop a framework for the administration of program and grant management activities including application guidelines, policies, reporting requirements, monitoring of tracking systems, grant close out, etc., to ensure proper fiscal control and fund accountability and compliance with enabling legislation.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

#### Knowledge of:

State and federal employment and training program legislation and the goals and objectives of each sufficient to develop and recommend program approaches and alternatives for implementation at the local level through grantees and subgrantees.

State and department policies, rules and administrative procedures regarding contracts and grant management sufficient to administer programs on a statewide basis through grantees and sub-grantees.

Service delivery areas, units of local government, non-profit organizations and other potential grantees sufficient to develop and administer programs and services consistent with the goals of state and federal employment and training programs.

Socio-economic conditions throughout the state impacting the needs of unemployed and economically disadvantaged individuals sufficient to assess areas of greatest need.

Other services available to low-income citizens throughout the state sufficient to ensure coordination and to avoid duplication of services.

#### Ability to:

Interpret and apply broad federal and state program legislation to develop the programs, policies and procedures necessary for implementation at the local level.

Plan and develop program approaches and alternatives to ensure maximum utilization of available resources within the framework of enabling legislation.

Monitor and evaluate the effectiveness of program operations to assure grantee compliance with applicable laws and regulations and take correction actions as necessary.

Lead subordinate staff in the completion of assigned work responsibilities to ensure effective program administration.

Develop and maintain positive working relationships with diverse groups.

Integrate the operations of several programs to ensure a coordinated delivery structure and avoid duplication of services.

Solve problems and recommend effective solutions.

Communicate effectively in writing and in oral group presentations.

Est.: 11/89

Rev.:

T.C.:

Former Title(s):