

Workforce Development Board Director (County Classification: Administrative Services Manager)

Salary

\$85,113.59 - \$103,480.00 Annually

Location

All Locations - San Luis Obispo County, CA

Job Type

Reg Salary

Department

Department of Social Services

Job Number

0118PM-08795-01

Closing

2/18/2018 11:59 PM Pacific

Click Here to Apply:

<https://www.governmentjobs.com/careers/slocountyca?page=4>

About the Position

The County of San Luis Obispo's Department of Social Services is seeking an experienced leader to fill the role of the Workforce Development Board Director which operates under the classification Administrative Services Manager (ASM). As the Workforce Development Board Director, the ASM provides leadership, guidance and technical expertise in the area of workforce development. The ASM is responsible for developing, planning, budgeting and implementing effective workforce development strategies to fulfill the mission and vision of the Workforce Development Board (WDB) consistent with the Workforce Innovation and Opportunity Act. The ASM interfaces and collaborates with the WDB members, and community and workforce development partners to develop local workforce strategies and solutions; advises and informs the WDB of national, state and local issues affecting WIOA, the WDB and the local area; and directs the development of policy, procedure and recordkeeping systems necessary to ensure fiscal and program compliance with WIOA.

For more information on the Department of Social Services please check out their [Facebook page](#).

If you have questions regarding this position, you are encouraged to attend an Informational Meeting:

Wednesday, January 24, 2018 from 10am to 11am
at the Department of Social Services
3433 S Higuera Street,
San Luis Obispo, CA 93401
(Check in on the third floor!)

The Ideal Candidate

The ideal candidate will demonstrate thorough, in depth knowledge of the principles, methods, and procedures used in adult, youth, and displaced worker employment training; program design, planning, and management; and federal and state employment and training legislation and regulations- primarily WIOA. The ideal candidate will possess expertise in budget preparation, fiscal management, and grant administration. In addition, candidates will be knowledgeable and skilled in the principles and techniques of supervision, personnel management, human resource planning and staffing, and policy development and implementation; the dynamics of political, community, and committee processes; and development, maintenance, and enhancement of employment services delivery through WIOA One-Stop Career Centers.

Minimum Qualifications:

Graduation from an accredited four-year college or university with a bachelor's degree in business or public administration, accounting or a closely related field. (Job-related, professional-level experience may substitute for the required education, on a year-for-year basis.) In addition, three years of increasingly responsible professional-level experience involving work with a variety of administrative operations. One year of the required experience must have been in a supervisory position.

How to Apply

Applicants must submit their application online by the final filing date.

An initial application review will be conducted. Candidates who meet the minimum qualifications and are best qualified will be invited to participate in selection activities which may include online assessments, performance exams, written exams, and interviews

If you have questions or would like to discuss the opportunity further, please contact Human Resources at hr@co.slo.ca.us or (805) 781-5959.

Please monitor the recruitment status board to view upcoming dates of testing, interviews, etc.

Supplemental Information

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.