



**JOB TITLE: SPECIAL PROJECTS MANAGER**

**SUMMARY:**

Under general direction performs a variety of high-level administrative, programmatic, developmental, and liaison tasks to implement various special projects related to the activities of the Workforce Investment Corporation and the Workforce Development Board of Madera County under the Workforce Innovation and Opportunity Act. The Special Projects Manager will report to the Executive Director and/or the Deputy Director. This position will conduct activities in a variety of special areas including grant writing, project management and reporting, labor market and other research, scheduling and facilitating meetings, and developing and delivering reports and presentations to the Board(s), partner agencies and community members.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Identify relevant and related Federal, State, and private grant solicitations; analyze solicitation information to determine applicability to local or regional efforts; prepare proposals, grant applications, and plans for new or continuing funding sources.

Train and supervise assigned staff; assign work; allocate staff resources and review work activities of assigned staff to insure effective project implementation and service delivery; provide regular updates to assigned supervisor regarding progress of projects, successes and challenges and anticipated resource needs for successful project operation.

Evaluate the performance of assigned staff; screen, interview and recommend new employees for hire; recommend staff assignment, reassignment, promotion, demotion, or disciplinary action, up to and including dismissal.

Maintain cooperative relationships with community organizations, educational institutions, social service agencies, and others; prepare and make presentations to the public and associated agencies to communicate program objectives and activities.

Design and implement new programs; including systems of service delivery and proposed project staffing needs/budgets; review and approve requests for training or supportive services related to assigned projects; insure tracking of requested expenditures in adherence with established procedures.

Design new or update current methods of collecting and analyzing program or project data; create

reports, charts, and graphs using on-line resources and available software; prepare monthly, quarterly, and close-out reports for assigned special projects.

Perform a variety of technical duties in the research and analysis of local and regional labor market information including locally designated industry sectors and various occupational fields; compile, summarize, and publish current information concerning the labor market to enhance hiring and training methods and reconcile employer labor needs with the occupational skills of job seekers.

Provide responsible technical assistance to assigned programs to assist in program development and implementation by ensuring adequate administrative support is provided; gathering data for monthly or quarterly reports; prepare reports for management review, as assigned.

Prepare and deliver presentations concerning demographic, program performance, occupational or labor market information; attend trade fairs, activities, and other events to promote the business and job seeker services available through the local workforce development system.

Attend a variety of meetings, workshops, and conferences related to assigned activities; develop and present information and recommendations to organizational management; attend and present information at Board meetings or other public meetings, as assigned.

Review and analyze Federal and State regulations as guidance and prepare summaries and information regarding the potential impact of changes on local operations.

Initiate queries, research data, generate regular and periodic reports, and interpret data for staff and management using existing and customized reports available in the WIOA State data system (CalJOBS); participate in monthly CalJOBS user group meetings, as assigned; pull and transmit various data files to partner organization, as directed.

Compile information and track program performance and outcomes; prepare and maintain a variety of records and reports related to program data and assigned activities; assist with program monitoring and evaluation; coordinate with supervisor to prepare for external reviews by State or Federal personnel.

Research and compile a variety of occupational statistics and information; oversee the preparation and distribution of annual report as outlined in established guidelines and procedures.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

#### **OTHER DUTIES:**

**This job description is only a summary of typical functions, and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The duties, tasks,**

**and responsibilities may differ from the above job descriptions, and other duties, as assigned, may be part of the job.**

#### **KNOWLEDGE AND ABILITIES:**

**To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

#### **KNOWLEDGE OF:**

- Effective research and analytical techniques and practices; statistical methodology and analysis.
- Technical and business writing; preparation and administration of grants and contracts.
- Interpersonal skills using tact, patience, and courtesy.
- Data tracking and analysis tools and techniques.
- Applicable laws, codes, regulations, policies, and procedures.
- Oral and written communication skills.
- Policies and objectives of assigned program and activities.
- Operation of a computer and assigned software.
- Methods, procedures, and practices of compiling statistical data.
- Analysis and interpretation of statistical information.
- Public speaking techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.

#### **ABILITY TO:**

- Gather and analyze data; prepare clear, concise, and effective reports and recommendations; analyze complex problems, consider alternatives, project consequences and adopt appropriate solutions.
- Communicate effectively with individuals and groups. Work effectively and collaboratively with a broad range of agencies, communities, and individuals, including officials from service providers and other agencies, and the general public.
- Exhibit initiative, integrity, and sound judgment; coordinate multiple activities; work with minimum supervision; maintain data confidentiality, including personnel information and customer PII; organize work, set priorities, meet critical deadlines, and follow up on assignments; understand and follow oral and written instructions.
- Use a personal computer or other automated equipment and up-to-date software programs; use the Internet and related technology to do research, to exchange information and to perform other related tasks.
- Compare numbers and detect errors efficiently.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Establish and maintain cooperative and effective working relationships with others.

- Determine appropriate action within clearly defined guidelines.
- Meet schedules and timelines.
- Plan and organize work.
- Maintain statistical records.
- Prepare and deliver oral presentations.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in business or public administration, sociology, or related field and three years of responsible technical or project-based experience in a public, non-profit or workforce development organization.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

Fluent bi-lingual ability in Spanish is desirable, but not required.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Constant interruptions.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Stamina to perform multiple assignments and tasks with many interruptions and deadlines while under a variety of circumstances including critical, intense, or urgent situations.

Reading a variety of materials.

Communicating to exchange information in person or on the telephone.

Operating a computer and effectively utilizing a variety of software and on-line tools.

Sitting or standing for extended periods of time.