

**JOB TITLE:** Assistant Director  
**BUILDING / DEPARTMENT:** Executive  
**REPORTS TO:** Executive Director

**PAGE:** 1  
**FLSA STATUS:** Exempt  
**DIRECTLY SUPERVISES:** 4 Staff

**OBJECTIVE:**

The Assistant Director of Partners For Performance (PFP); the administrative staff of the NWPA Job Connect Workforce Development Board that serves the six PA counties of Erie, Crawford, Clarion, Warren, Forest and Venango; is a newly created position that will play a role in the following: grants, fiscal planning and compliance, PFP operations, coordination of monitoring, assessing of effectiveness of WIOA uses and service delivery in the region, data coordination into insightful KPIs, and board document and agenda oversight. The Assistant Director must exercise discretion and independent judgement in matters of significance to the management of the workforce system and related operations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The essential functions of the job include but are not limited to the following:

1. Develop a comprehensive grant strategy for NWPA.
  - a. Construct a regional dashboard and wish list that is informed by regional workforce and unemployment needs as well as business specific needs.
  - b. Seeking out and applying for grants, manage, track and report on progress and outcomes of the grants to the grantor and to the NWPA Job Connect board. Identifies and secures additional funding to support workforce training to leverage resources
  - c. Partnering with stakeholders on applications, grant oversight and outcomes reporting
  - d. Prepare proposals, concept papers and work plans, and grant reporting in consultation with NWPA Job Connect Board, administrative staff, and Director to secure additional public and private resources.
  
2. Be the regional expert on Workforce Data and Trends.
  - a. Seek out data sources and work closely with the system of record (CWDS), Workforce GPS, CWIA, regional economic entities, stakeholders, Title I Youth reports, Business Services Team reports, UC Data, Trade Data, budgets, etc., to construct and maintain a Data Dashboard that informs future efforts and reflects current status of the region.
  - b. Board Dashboard-select data points from the Data Dashboard, to create a Board Dashboard that is the up to date Go To for visualizing needs vs. impact
  - c. Compile and analyze demographic and client feedback data to assist in the improvement of programs and policies.
  - d. Maintain accurate reports and documentation to be submitted to local and state officials and agencies.
  - e. Present data and reports to NWPA Job Connect board CLEOs, committees, partners, and the public.
  
3. Assist with adhering to the multiple annual budgets that drive workforce investment in the 6-county region. In conjunction with the Executive Director and Fiscal Agent, develops and manages annual budgets including the preparation and monitoring of expenditures for workforce development programs and ensuring compliance with Federal, State, and local fiscal requirements around appropriate utilization of funds.
  - a. In conjunction with the Board, Director, and Fiscal Agent: Coordinates the fiscal and budget reporting systems for programs.
  - b. Reviews all program expenditures on a quarterly basis.
  - d. Tracking of incoming invoices for ITAs, OJTs, fund transfers and special grants.
  - e. Lead the planning, coordination, implementation, and oversight of WIOA special projects; non-WIOA special projects, contracts, and MOUs.
  - f. Become the PFP expert on commonwealth, Federal and local fiscal financial and procurement policies and how they inform compliant spending.
  - g. Advise PFP and NWPA Job Connect on pertinent spending and procurement requirements to ensure compliance.

# JOB DESCRIPTION

**JOB TITLE:** Assistant Director

**PAGE:** 2

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- h. Ensures workforce system goals, performance measures and financial operation benchmarks are met.
4. Assist with NW PA CareerLink® Title I and Operator Contracts:
  - a. Ensures that monitoring schedule is adhered to.
  - b. Oversees corrective action process as needed.
  - c. Ensures that fiscal compliance measures and common measures are on track to be met.
  - d. Ensures that monthly and quarterly reporting is on track and timely.
5. Responsible for all operational decision making in the absence of the Executive Director
6. Oversees the PFP day to day operations including assigning of staff duties, interacting with HR functions such as payroll, benefits and PTO scheduling, employee review, fostering innovation and handling of grievances.
7. Oversee the agenda process for the NWPA Job Connect Board meetings and committee meetings as well as the regularly occurring elected official meetings and operations board meetings. Coordinating monitoring items, PA CareerLink® and Operator monthly and quarterly reports with the Board's meeting schedule and Board Dashboard.
8. Other duties and special projects as necessary for operational and program performance objectives and/or necessary to impact the daily operations of the NWPA Job Connect WDB and the achievement of grant- funded performance outcomes.

## **OTHER DUTIES**

- Attend staff, training, conferences, and other meetings as required. May require travel and overnight stay;
- Maintain efficient and organized paper and electronic file structure;
- Serve on committees, focus groups and other activities at the local, regional and Commonwealth level;
- Liaison with assigned NWPA Job Connect Board committees;
- Interact with community, state, and federal stakeholders frequently;
- Research state and federal policies and procedures, especially those associated with procurement, outreach and implementing innovative new practices;
- Represent NWPA Job Connect at the direction of the Executive Director at external functions.

## **QUALIFICATIONS**

### **PREFERRED EDUCATION/EXPERIENCE AND/OR TRAINING**

- GRANT Experience: Demonstrated experience seeking out, pursuing, being awarded and achieving outcomes and budgets for various types of grants including state and federal. Expectation is a history of multiple grants pursued in the \$250,000 to \$500,000 range;
- A bachelor's degree from an accredited college or university, in business administration, finance, management, public administration and/or related fields;
- A minimum of five years in an increasingly responsible position in the field of workforce development; workforce investment, program management, employment and training; two years of this experience should include supervision of staff;
- Strong understanding and extensive knowledge of Pennsylvania workforce development system desirable, direct experience with a local workforce board in an executive or administrative capacity preferred;
- Experience with the PA CareerLink® system from a programmatic standpoint;
- Experience in budgeting and funds management especially with federal, state, and WIOA funding;
- Strong leadership skills, ability to motivate and provide guidance to staff, management and leadership;
- Past experience in a supervisory role preferred;
- Strong interpersonal skills, ability to communicate effectively and interact with all stakeholders;

# JOB DESCRIPTION

**JOB TITLE:** Assistant Director

**PAGE:** 3

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- Strong knowledge of effective management techniques and practices, including planning, implementing, and assessing results;
- BUDGET Experience: Demonstrated experience managing and staying within budgets of up to \$5,000,000 with Federal, State and Local procurement and guidance experience;
- BOARD Experience: History of preparing Board agenda and reports, knowledge of Sunshine Act and Roberts' Rules;
- MONITORING Experience: History of preparing and submitting monitoring for state and local entities with experience using and documenting corrective action, tracking and implementing planning related to submission deadlines.

**LICENSES OR CERTIFICATIONS:** None required

## **WORK-RELATED KNOWLEDGE**

Demonstrated knowledge of data extraction, pivot tables, Excel, and Access Ability to maintain a high degree of confidentiality.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Extensive knowledge of the *Workforce Innovation and Opportunity Act of 2014* and any and all successor legislation; Extensive knowledge of WIOA Title I programs, eligibility and workforce legislation; Extensive knowledge of the workforce legislation, Department of Health and Human Services (DHS) programs guidelines;
- Strong verbal and written communication skills;
- Proficient in Microsoft Office applications including, Word, Excel, PowerPoint, and Outlook; and other social media venues;
- Group facilitation and leadership skills. Ability to work effectively and efficiently without supervision, and/or in groups; ability to establish and maintain effective working relationships with employers, participants, associates and the public;
- Assignments are varied in nature and are carried out in accordance with established guidelines and applicable federal and state laws and regulations;
- Must possess a valid PA driver's license and a willingness to travel frequently as needed to carry out essential job duties;
- Must possess ability to maintain confidentiality of client information and records;
- Must possess ability to function independently, have flexibility and the ability to work effectively with clients, co-workers and others;
- Must possess initiative in starting, continuing and redesigning tasks for maximum impact;
- Must be able to speak and understand the English language in an understandable manner in order to carry out essential functions of the job.

## **PROBLEM-SOLVING SKILLS**

- Identify problems, inform others, and provide information to assist with solving the problem.

## **VERBAL COMMUNICATION SKILLS**

- Use verbal skills to transfer information with co-workers or customers;
- Must possess the ability to record, convey, and present information, explain procedures, and follow instructions.

## **WRITTEN COMMUNICATION SKILLS**

- Complete and maintain documentation/records.

# JOB DESCRIPTION

**JOB TITLE:** Assistant Director

**PAGE:** 4

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## **MATH SKILLS**

- Addition, subtraction, multiplication, division, percentages, ratios.

## **COMPUTER SKILLS**

- Excel
- Access Database
- Internet/e-mail
- Presentation software
- Word processing software
- Outlook

## **TOOLS AND EQUIPMENT:**

- General Office Equipment

## **MENTAL DEMANDS** (Typically required on a regular basis to successfully perform the essential functions of the job.)

- Concentration/Attentiveness
- Manage Multiple Projects/Tasks
- High Level of Record Keeping
- Read and Comprehend Instructions/Work Orders
- Respond to Unpredictability
- Organize and Prioritize

## **PHYSICAL DEMANDS** (Typically required on a regular basis to successfully perform the essential functions of the job.)

- Ability to stand
- Ability to walk
- Ability to sit
- Ability to lift up to 50 lbs
- Ability to carry up to 50 lbs
- Reaching at high or low level
- Repetitive finger movement
- Ability to use both hands
- Ability to communicate orally
- Ability to hear conversation
- Ability to climb stairs

## **WORKING CONDITIONS** (Typically required on a regular basis)

This position **typically** requires work in a normal office environment.

## **PERSONAL PROTECTIVE EQUIPMENT**

This position **typically** does not require the use of personal protective equipment.

## **LOCATION**

This position is currently Hybrid between working remotely from home and occasional work at the office located in Meadville, PA. Travel throughout the 6 county region is required as needed.

## **SALARY**

The salary range for this position starts at \$65,000

## **EO STATEMENT**

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.

# JOB DESCRIPTION

**JOB TITLE:** Assistant Director

**PAGE:** 5

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2022 Stevens' Language: 100% supported by the PA Department of Labor and Industry of the U.S. Department of Labor, as part of awards totaling \$4,414,261 with 0% being financed by non-governmental sources

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To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed 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.

*This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.*

I have read the above position description and fully understand the requirements set forth therein. I can perform the essential functions of the position with or without accommodation. I will perform all duties and responsibilities to the best of my ability.

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Signature of Employee

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Date

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Signature of Supervisor/HR Representative

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Date