

**WORKFORCE DEVELOPMENT ADMINISTRATOR****Nature of Work**

Under general direction, performs responsible administrative work, directing the daily operation of the Governor's Workforce Investment Office (GWIO). Oversees the planning and implementation workforce development programs; oversees the budgetary and financial activity of the office; maintains collaborative relationships with local, state and federal agencies, industries and local workforce boards; oversees the measuring and reporting of programs activities in relation to goals and objectives. Performs related work as required.

**Examples of Work**

Directs the daily activities of the GWIO; applies/interprets state and federal regulations in response program operation issues.

Develops statewide plans in conformance with state and federal regulations; oversees monitoring of program plans.

Oversees the development and administration of programmatic and support budgets and the establishment of effective financial controls and reporting mechanisms; interacts with state and federal oversight agencies on budget matters.

Maintains effective partnerships with workforce investment boards, industry officials and education agencies; makes presentations to civic and community organizations on workforce development programs.

Oversees the development of program measurement and reporting systems; assures the required reporting of program activities/accomplishments.

Supervises the office administrative support (personnel, purchasing, budgets, information technology) activities.

Attends meetings on behalf of agency director as required.

**Knowledge, Skills and Abilities**

Knowledge of state and federal laws governing workforce development programs.

Knowledge of social economic and demographic factor related to workforce development.

Knowledge of the principles of management.

Ability to supervise managerial, professional and technical employees.

Ability to plan and manage programs in workforce development.

Ability to collaborate with state and federal officials, industry officials and workforce development boards.

Ability to communicate effectively, orally and in writing.

Ability to analyze complex data and draw valid conclusions.

**WORKFORCE DEVELOPMENT ADMINISTRATOR (CONT'D)**

**Minimum Qualifications**

**Training:** Graduation from a four-year accredited college or university.

**Experience:** Four years of full-time or equivalent part-time paid experience in workforce development, business administration, law or education.

**Substitution:** Graduate study in the above areas may substitute for the required experience on a year-for-year basis.

Established: 02/21/02

Effective: 04/01/02