

Northwest Workforce Council

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- www.nwboard.org -

JOB DESCRIPTION

Workforce System Administrator

Northwest Workforce Council (NWC) (www.nwboard.org) is recruiting for a Workforce System Administrator as part of the agency's Senior Leadership Team. In that capacity, the position holds considerable decision making and policy impact on the regional (4 Northwest counties) workforce system operation.

ABOUT US: Northwest Workforce Council's mission to prepare a skilled, successful workforce aligned to the needs of business and industry. The Council oversees a regional workforce development system and promotes the alignment of education, training and employment efforts coupled closely with economic revitalization strategies and is a powerful mechanism for comprehensive community-wide workforce planning and coordination.

POSITION OVERVIEW: Involves the performance of specialized and technical work in planning, developing, implementing and evaluating administrative and service delivery systems. Work will consist of performing challenging and varied duties relating to policy formulation and analysis, programmatic and fiscal oversight, contract preparation and negotiation, development and refinement of business processes, program operations, community relations, and board support. Received general supervision from Executive Director and/or Deputy Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

GENERAL:

- Manages assigned projects and contracts/grants
- Manages the operational implementation of established policies and procedures
- Provides support to the Workforce Council by preparation of written policy statements, concept papers, reports and analysis, correspondence and other support documents
- Performs research and evaluation functions necessary to ensure compliance with Federal, State and local laws and regulations
- Provides leadership in high level community partnership and services design work

CONTRACT/PROGRAMMATIC:

- Works primarily with the Deputy Director and Financial Director in interpreting contract/program analysis and data and coordinates the Council's efforts to meet performance requirements by providing technical assistance, program design development and performance review and evaluation
- Assists in the formulation, development and writing of contracts, grants and plans including any subsequent modifications
- Manages procurement processes and assists in strategic contract negotiation

COMPLIANCE:

- Creates and maintains defined quality processes, with internal controls that assure quality performance and conformance with federal state and local requirements
- Assists Program Managers in their assignments to ensure all aspects of contract responsibilities are being met and recommend adjustments as necessary

FISCAL / BUDGETARY:

- Knowledge of relevant laws and policies regarding workforce issues, and skill applying laws, rules, and policies to specific situations
- Works with Financial Manager and Deputy Director in providing regular written program information for program/contract response
- Works with Financial Manager to develop and manages systems to assure timely and accurate completion and submission of periodic reports, and fiscal status reports

ESSENTIAL SKILLS AND EXPERIENCE:

This position is a member of the agency's senior leadership team. However, many duties are performed relatively independently and require a professional individual with the following characteristics:

- Demonstrated leadership skills using team concepts and appropriate empowerment skills to create an environment that fosters partnership, productivity, team work and dedication to the mission and vision of the organization
- Project management skills
- Excellent written and verbal, and interpersonal communication skills
- Coalition building skills to include facilitation, group process, and collaboration
- Ability to gather, organize, manipulate, and present data and analysis for board, CEO, leadership team and direct services staff
- Analytical skills to validate and interpret information/data and describe in a clear, concise manner
- Alertness, sensitivity and resourcefulness regarding the needs and interests of the job seekers, and the business community

MINIMUM QUALIFICATIONS:

- In addition to Essential Skills and Experience, a Bachelor's degree with major course work in business, social sciences, counseling, vocational guidance, education or related field is required; plus a minimum of five (5) years relevant work experience focused on employment and training, or in the field of business administration, or related field; including experience in contract management, research and data analysis, and demonstrated effective experience facilitating organizational development. Graduate degree preferred.
- Documented ability to manage complex, multi-faceted projects, including the collection and analysis of data is required. Computer application skills in word processing and Excel in a network environment are required.
- Must have good interpersonal skills. Must possess courteous and professional attitude and present a neat appearance to the public. Demonstrable experience in coalition building or leading collaborative group enterprises is desirable.

WORKING ENVIRONMENT AND ADDITIONAL REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty/responsibility satisfactorily. The requirements listed below are in addition to the essential duties/responsibilities and required skills:

- The Workforce System Administrator is an exempt, professional position which requires a full-time schedule. The employee is required to be present in the workplace on a regular and reliable

basis. Normal business hours are Monday through Friday; 8:00 AM to 5:00 PM. Occasionally alternate schedule/hours as may be required to effectively execute duties of the position.

- Work is conducted primarily in an office setting and will involve some travel within the region; employee to provide own transportation, with travel reimbursed at fixed federal or actual rates.
- Personal transportation and Washington State driver license required with properly licensed and insured automobile available during work hours.
- During the six-month provisional employment period, the applicant must be able to perform the essential functions of job without any extended leave time.
- The position requires a criminal background check as condition of employment.

BENEFITS

Salary: \$55,000 - \$65,000 DOQ. Excellent benefit package including paid employee medical. Family dental insurance coverage; an employee assistance program; long term disability insurance; paid vacation and sick leave; eleven paid holidays; and employer funded 401K retirement plan. For a more detailed look at NWC's Benefit Package, please visit www.nwboard.org

APPLICATION PROCEDURE

To apply, please submit the following to HR@workforcenorthwest.org or by mail to: Human Resources, Northwest Workforce Council, P.O. Box 2009, Bellingham, WA 98227:

1. A letter of interest identifying the position you are applying for and describing how you meet the qualifications for this position.
2. A resume
3. Contact information for two (2) professional references (minimum)

Only those applications that contain the above required items (1-3) will be considered. It is NWC policy to verify information contained in all application materials.

Candidates whose qualifications most closely match the desired attributes will be invited to interview at their own travel expense. The process may include, in addition to an oral interview, a written exercise, a presentation and/or skills testing.

NWC reserves the right to extend application deadlines and to modify the selection schedule without notice, or to form eligibility lists for, or make appointments to other NWC positions with similar employment requirements. Position may be filled immediately and is open until filled.

Northwest Workforce Council is an Equal Opportunity Employer. Auxiliary aids and services are available to persons with disabilities upon request; send email to HR@workforcenorthwest.org