



Job Description

Job Title	Sector Leader		
Employed by	Dynamic Workforce Solutions		
Reports to	Title	Project Director	

Salary:	\$35,000 - \$50,000	Type of position: FT	Hours <u>40</u> / week <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt
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**PURPOSE**

Manage industry sector teams to achieve performance objectives. Implement policies and procedures in adherence to federal, state, and local guidance. Direct, coordinate, and review activities of Talent Acquisition Specialists and other direct reports assigned to meet performance objectives.

**KEY ACCOUNTABILITIES**

- **Sector Goals** – Manage and lead sector staff to exceed performance for the sector and individual programs. *Measure – Achieve contract performance measures for the assigned industry sectors.*
- **Staff Goals** – Establish, monitor, and evaluate Talent Acquisition Specialists while instituting timely and appropriate corrective actions as approved by the Career Center Manager. *Measure – Percent of staff achieving expected performance measures.*
- **Leadership and Communication** – Be actively engaged within all relevant operations that lead to success for the staff, sectors, center, and program. Analyze industry-based data, identify and communicate business needs, and mobilize staff to take action. *Measure – Percent of staff achieving expected performance measures; timely and quality implementation of procedures.*
- **Customer Satisfaction** – Ensure that the sector staff are appropriately engaging customers to exceed customer satisfaction standards. Customers include both career seekers and employers. *Measure – Achievement of customer survey response and rating goals.*
- **Performance Management** – Responsible for all facets of personnel management for assigned staff (in coordination with Sector Leader, Program Manager, Career Center Manager, and other partners) to include: hiring, development, performance review/evaluation, corrective action, and termination. *Measurement – Meeting annual staffing budget for assigned sector; percent of staff achieving expected performance measures.*
- **Job Order Matching** – Successfully recruit candidates for assigned job orders. *Measure – Job Order fill rate per assigned business accounts.*
- Other duties and responsibilities as assigned.

**WORK EXPERIENCE REQUIREMENTS**

- Minimum of 5 years’ experience in staffing, recruiting, workforce development or operations management in a similar industry including a minimum of 2 years’ experience in direct management or lead/coordinating role.
- Experience in workforce development is preferred.

**KNOWLEDGE, SKILLS AND ABILITIES**

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<ul style="list-style-type: none"> <li>– Interpret and understand program policy and establish necessary work processes and procedures.</li> <li>– Understand the recruitment, data entry, and customer requirements for all funding streams.</li> <li>– Manage multiple priorities to ensure that deadlines are met.</li> <li>– Ability to lead and motivate group to achieve goals.</li> <li>– Ability to engage, understand, and respond to the needs of business accounts.</li> <li>– Must have the ability to work in a fast-paced and diverse environment.</li> <li>– Ability to analyze industry-based data to identify trends and mobilize staff to take action.</li> <li>– Strong ability to coordinate with internal and external partners.</li> <li>– Knowledge of recruiting practices.</li> <li>– Knowledge of business practices within specific industry is helpful.</li> <li>– Experience working with computer systems for data entry and data review.</li> <li>– Proficient with Microsoft Office.</li> <li>– Excellent verbal and written communications skills are necessary.</li> <li>– Experience with Employ Florida Marketplace (EFM), One-Stop Service Tracking (OSST), and FLORIDA is preferred.</li> </ul>			
<b>APPLICABLE STRENGTHS THEMES</b>			
<p>CareerSource Capital Region is a Strengths Management organization. For a brief description of the Strengths themes go to: <a href="http://www.strengthstest.com/theme_summary.php">http://www.strengthstest.com/theme_summary.php</a> and for more information go to <a href="http://www.strengthsfinder.com">http://www.strengthsfinder.com</a>. It is required that all staff understands and demonstrates daily usage of their own Strengths. Strengths are important to the successful operation of the organization and as such a combination of the following Strengths is preferred.</p>			
<b>Primary Strengths Themes</b>		<b>Secondary Strengths Themes</b>	
Achiever, Analytical, Command, Competition, Consistency, Developer, Discipline, Input,	Intellecion, Individualization, Learner, Positivity, Relator, Restorative, Strategic	Adaptability, Arranger, Belief, Communication, Connectedness, Context,	Futuristic, Includer, Ideation, Maximizer, Woo
<b>EDUCATION REQUIREMENTS</b>			
<ul style="list-style-type: none"> <li>– Bachelor’s degree or equivalent experience is required. Areas of specialization in Business Administration/Management, Public Administration, Human Resources, or closely related field is preferred.</li> </ul>			

STAFF (PRINT NAME)	
STAFF (SIGN)	Date
SUPERVISOR (PRINT NAME)	Title
SUPERVISOR (SIGN)	Date
DATE HIRED	

