



Job Description

Job Title	Project Director		
Employed by	Dynamic Workforce Solutions		
Reports to		Title	Regional Director
Salary	\$70,000.00 - \$100,000	Type of position: FT	Hours <u>40</u> / week <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt

PURPOSE

Provide executive management, leadership, and staff support to implement the mission, vision, and business plans of the CareerSource Capital Region Board and the CareerSource Capital Region Career Centers. Work on Special Projects as mutually agreed upon by the Management Team and the CareerSource Capital Region Board.

KEY ACCOUNTABILITIES

- **Leadership** – Oversee all Career Center operations in Leon, Quincy, and Wakulla counties. Lead the Management Team to ensure that current operations are meeting the requirements of the funding source and that the performance goals and objectives for the region are being met and/or exceeded. Work with Dynamic Workforce Solutions and other workforce peers to ensure that innovative ideas, policies, and procedures are brought to the CareerSource Capital Region Board for discussion and potential implementation. Proactive innovation will be a key measurement. *Measure – Contract goals met and/or exceeded.*
- **Quality Management Model** – Responsible for the planning and implementation of a quality management model for continuous improvement and customer satisfaction. Lead workforce operations in understanding and fully implementing the sector-based model. Seek out best practices to replicate when and where appropriate. Ensure that all staff are adequately trained. Develop an Employee Accountability Standard that ensures the compliance with DEO audit standards. *Measure – Contract goals met and/or exceeded.*
- **Fiscal Soundness/Accountability** – Coordinate with the Project Accountant on budget preparation and ongoing fiscal monitoring including proper allocations of program costs. Ensure that spending threshold in budget is consistently met and that billings are performed accurately with necessary supporting documentation and that collections made timely. *Measure – Monthly budget variances should not exceed 5%.*
- **Programmatic Compliance** – Ensure compliance with applicable federal, state, and local regulations that apply to workforce development business operations and funding. *Measure – Final audit reports.*
- **Communication and Customer Satisfaction** – Establish and maintain positive working relationships with the Board, all workforce staff and partners, Dynamic Workforce Solutions, and the general public to optimize funding, customer satisfaction, and community relations. Effectively communicate and work with community employers, support services organizations, economic development groups, and faith-based organizations. Responsible for the assembly of the Monthly and Quarterly Reports to the CareerSource Capital Region Board CEO and Board leadership. *Measure – Bi-Annual 360 degree review and timely submission of reports to the Board.*
- **Strategic Planning and Performance Management** – Meet regularly with Operations Manager, Program Managers, Career Center Managers, Quality Manager, and other workforce management team members to assess and review project status, performance, contract requirements, and share new directives and procedures. Develop and/or ensure that performance-based corrective actions are developed and instituted as needed. *Measure – Performance goals and objectives for the region are met and/or exceeded.*
- **Outreach** – Represent CareerSource Capital Region in local, state, and national forums and/or committees and community events as requested by the CareerSource Capital Region Board. *Measure – Documentation and/or completion of assignments as requested.*
- Other duties and special projects as needed to meet the overall company objectives.

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WORK EXPERIENCE REQUIREMENTS			
<ul style="list-style-type: none"> – Minimum of 10 years management experience required including 5 years’ experience in multi-site, multi-product general management. – Progressive responsibilities in management and operations. – Strong business knowledge of fiscal operations and performance management. – Previous experience in workforce development preferred. 			
KNOWLEDGE, SKILLS AND ABILITIES			
<ul style="list-style-type: none"> – Top level project management, organizational, personnel, problem solving and data analysis skills, along with an ability to meet deadlines as required. – Ability to communicate effectively both in writing and oral communications. – Ability to work alone and/or in teams. – Ability to handle multiple priorities simultaneously under fast-paced and sometimes stressful conditions. – Strong technical skills and commitment to a continually improving quality environment. – Ability to interpret and understand program policy and analyze data to formulate possible actions/solutions. – Ability to lead and motivate to achieve goals. – Strong ability to coordinate with internal and external partners. – Proficient with Microsoft Office. – Experience with Employ Florida Marketplace (EFM), One-Stop Service Tracking (OSST), FLORIDA preferred. 			
APPLICABLE STRENGTHS THEMES			
<p>CareerSource Capital Region is a Strengths Management organization. For a brief description of the Strengths themes go to: http://www.strengthstest.com/theme_summary.php and for more information go to http://www.strengthsfinder.com. 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>			
Primary Strengths Themes		Secondary Strengths Themes	
Achiever, Activator, Analytical, Arranger, Communication, Competition, Developer, Futuristic,	Focus, Harmony, Includer, Maximizer, Positivity, Responsibility, Self-Assurance, Strategic	Adaptability, Belief, Command, Connectedness, Context, Consistency,	Ideation, Learner, Individualization, Relator, Restorative, Woo
EDUCATION REQUIREMENTS			
<ul style="list-style-type: none"> – Bachelor’s degree is required. Master’s degree is preferred. Areas of specialization that are preferred are Business Administration/Management, Public Administration, Communication, or closely related field. 			

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