

Five Sandoval Indian Pueblos, Inc.

Position Classification and Description



Position Title: Employment & Training Project Director
Classification: Exempt
Department: Employment & Training
Supervisor: Executive Director
Grade: E5

Position Summary:

Responsible for overseeing, planning, controlling and directing Employment & Training services for the five member communities of FSIP, Inc. and/or service delivery area. Knowledgeable of workforce development programs, including WIOA, TANF/Choices, FSE&T, and Welfare to Work. Establish Program goals and operating plans within the Employment & Training Program as required by the Workforce Innovative Opportunity Act.

Essential Duties & Responsibilities:

- Administers the Employment & Training Program grant fiscally and programmatically by developing planning, preparing budgets and reports for state and federal programs for youth and adults under the Workforce Innovative Opportunity Act.
- Plans and executes WIOA policies and procedures to provide employment services under the authority of federal Department of Labor regulations.
- Attend meetings and conferences with local, state, and federal officials, employers, One-stop centers, required partners and other parties to provide and maintain a productive relationship as required by the Workforce Innovative Opportunity Act.
- Develop performance standards for youth and adults as required by funding agency.
- Establish and provide a referral system with required One-Stop WIOA Partners for clients seeking employment, training or other financial assistance.
- Develop and maintain a productive relationship with area schools and employers.
- Monitors all client files, program records, and expenditures for accurate completion of required reporting with funding agency.
- Keeps abreast of all changes to Workforce Innovative Opportunity Act, regulations, policies and directives for both federal and state programs. Reports changes to responsible officials.
- Develop and facilitates client access to all workforce development programs such as training, education and employment services.
- Provide client access to labor market information as well as supportive services including unemployment compensation and other financial assistance programs as required by the Workforce Innovative Opportunity Act.

- Recommends hiring, terminations, and evaluating of Employment & Training Program Staff.

- Approves selection of participants to receive WIOA services at the program level as required by the Workforce Innovative Opportunity Act.
- Work directly with the State Workforce Investment Board, Central Area Workforce Innovative Opportunity Board, Central Area Executive Officials and other members to discuss Native American Issues in reference to transportation, child care, health, employment issues and other related issues.
- Writes grant proposals for continued and new funding for job training services.
- Develops and monitors Employment & Training Program budgets to ensure fiscal accountability.
- Answers questions for Employers regarding Workforce development programs and other training and employment related questions.
- Performs other related job duties as assigned.

Minimum Qualifications:

Degree in Business Administration, Education, Sociology or related field with two years experience in an Employment & Training Program or four years experience in an Employment & Training Program or related field with two years at a supervisory level.

Must be computer literate. Must have a valid driver's license and be insurable through the Organization's insurance carrier. Must be able to successfully pass a pre-employment drug/alcohol screen and background investigation including motor vehicle record check.

Supervision Exercised:

Employee shall supervise Employment & Training Program Staff.

Human Resources Director

Date

Executive Director

Date