

NORTH CENTRAL COUNTIES CONSORTIUM
(NCCC)

Job Title: PROGRAM/EEO OFFICER

Responsibility Summary:

Provide development, oversight and support of all programs and services throughout the Consortium. Develop workforce, economic and community development based grants, proposals and subgrant agreements. Provide technical assistance, resource development, training and support to service provider staff. Provide technical guidance and lead on Consortium Rapid Response activities. Ensure the development, implementation and maintenance of high performance, cost effective programs and services that meet all Federal/State requirements and performance standards. Perform duties required for Local Workforce Development Area equal opportunity compliance and complaint resolution for program participants.

Reporting Supervisor: Executive Director

Typical Duties:

1. Provide program oversight, technical assistance, training and support.
2. Prepare appropriate State, Federal and local reports as required.
3. Represent the Consortium at Federal, State and regional meetings.
4. Assist with studies and analyses of programs, services and initiatives.
5. Prepare plans and grants.
6. Monitor and evaluate contracts/subcontracts.
7. Facilitate and conduct regional development efforts.
8. Read and interpret Federal/State laws & requirements.
9. Maintain current knowledge of all related industry and regulatory developments and keep service provider staff informed.
10. Analyze and interpret a variety of information that affects employers and programs, including Federal and State laws, rules and regulations.
11. Prepare reports regarding program operations, demographic and statistical data, and administrative systems and procedures.
12. Research and identify local and regional community needs.
13. Research, identify and creatively leverage resources and develop strategies to meet local and regional community needs.
14. Establish and maintain productive regional, state and nationally based relationships to promote global effectiveness of programs, services and initiatives.
15. Develop policies and procedures.
16. Represent Agency through attendance and participation in trainings, conferences, meetings and councils.
17. Perform trending analysis and make recommendations for improvement of programs and services.

18. Prepare corrective action plans for compliance and ensure implementation of plans.
19. Coordinate and conduct training sessions and workshops regarding program operation issues and topics, including participant eligibility requirements and implementation of grant programs.
20. Monitor, evaluate and report on employment training contracts utilizing evaluation reports and various assessments and monitoring tools.
21. Serve as staff to assigned Board committees.
22. Prepare reports regarding demographic and statistical data, and administrative systems and procedures.
23. Manage and coordinate special projects as assigned.
24. Organize and conduct consortium-wide and regional meetings.
25. Provide oversight of subgrantee operations and evaluate subgrantee performance.
26. Review funding proposals for compliance.
27. Assist in conflict resolution with Consortium service providers, employers and employees.
28. Negotiate, develop and administer contracts including Memorandums of Understandings (MOUs).
29. Prepare and present reports to the Workforce Development Board.
30. Provide oversight and development of systems to be used by Consortium staff to comply with Federal/State rules and regulations.
31. Assist with Web site presence and applicability.
32. Serve as NCCC and Local Workforce Innovation & Opportunity Act Rapid Response Coordinator.
33. Develop and oversight of Business Services for Consortium.
34. Lead the development and process of NCCC Request for Proposals.
35. Perform other related duties as assigned.

Knowledge Required:

- Compliance and process of Equal Opportunity obligations under WIOA Title I
- Principles of organization, administration, as applied to a governmental agency
- Computer operation of software applications including word processing and spreadsheet development
- Theory and practices of educational training methods and programs
- Administrative survey and analytical principles and techniques and their application
- Basic budgeting and accounting principles
- Agency policies, procedures and operations
- Statistical and research principles and methods
- Cost analysis methods
- Principles of public relations
- Marketing strategies
- Organizational development
- Resource development

- Grant writing
- Current business practices
- Workforce, economic and community development industry, regional and local trends
- Federal and State laws and guidelines relating to public employment assistance programs

Required Abilities:

- Analyze situations effectively
- Effectively interpret and apply agency procedures, rules and regulations; applying sound judgement within the scope of authority
- Analyze and implement complex information systems
- Develop and implement innovative methods and procedures
- Interpret and analyze laws, regulations and policies
- Develop directives based on laws, regulations and policies
- Effectively explain laws, regulations and policies
- Communicate effectively in both oral and written form
- Research information by collecting data from a variety of sources
- Establish and maintain effective working relationships with those contacted in the performance of the required duties
- Manage multiple priorities effectively
- Work effectively in a fast paced environment
- Adapt effectively to ongoing organizational and environmental change
- Problem solve positively and effectively
- Manage and facilitate change and continuous improvement
- Adhere to organizational structure and protocols

Required License or Certificate:

Possession of, or ability to obtain, a valid California Driver's License

Required Education and Experience:

A Bachelor's degree in business, social science, organizational development, public administration or related field and at least five years of regionally based program, funding and service development experience. Experience in a public workforce system preferred.