

DIRECTOR EMPLOYMENT PROGRAMS

KIND OF WORK

Management level work in the direction of federal and/or state employment and training programs, unemployment programs or rehabilitation services programs within the Department of Employment and Economic Development.

NATURE AND PURPOSE

An employee in this class is responsible for planning and directing specialized job creation programs for a major division. Duties include primary involvement in the origination and implementation of program activities affecting the central and field operations of a division. This involves administration of a single service or that of several separate program components. Responsibilities may include budgeting, fiscal management, special grants administration, personnel planning, program development, program and administrative analysis, and intra/inter-departmental liaison relationships on behalf of the program(s) served; performs related work as required.

This position currently reports to an Admin Services Director. The employee is allowed considerable independence in the execution of the position requirements. Work review is in the context of periodic reports and conferences.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Direct the analysis, strategic planning and policy development of Job Service field operations programs and services to ensure that the field has a mission, work plan, policies, training and support that ensures delivery of consistent and quality services.

Direct the work of managers, supervisors and operations of Job Service field operations programs to ensure complete and effective implementation of services.

Create budgets and financial management of field operations programs, negotiating and managing statewide contracts so that programs operate within budgets.

Represent DEED on national and statewide organizations regarding job creation services, work committees, task forces, events and partnership efforts related to workforce and economic development.

Provide strategic direction, staff direction and human resource management, fiscal planning and management for all workforce development division financial resources and grants.

Direct and manage online systems' such as SWIFT, Workforce One, Minnesotaworks.net; strategic planning, development, evolution, integrations, enhancements and projects to ensure systems are administered in an effective and efficient manner.

Directs and manages strategic planning for the Unemployment Insurance program and develop policies and goals that promote program priorities.

Provide strategic leadership, oversight and administration of Vocational Rehabilitation field services.

Negotiate and establish field service budgets (case services, staffing) and oversee the expenditure of resources in field operations.

Establish and maintain effective relationships with internal and external partners to ensure that Vocational Rehabilitation consumers have access to high quality services.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Principles of modern administrative management and public administration.

Laws, rules, policies and procedures on the multiple programs operated by Job Service.

State budgeting, fiscal management and auditing principles, practices and procedures.

Generally accepted accounting principles and cost accounting concepts to develop, monitor and evaluate financial control systems.

Human resources management sufficient to ensure staff success and work within union contracts.

Principles and applications of computer applications that support business needs.

Methods of performance measurement and evaluation.

Economic and labor market information sufficient to incorporate into planning and strategy.

General industry and/or sector knowledge, and an understanding of the overarching workforce, business, job growth and economic development issues of Minnesota.

Emerging workforce development trends and tools.

Workforce development resources at the local, regional and state level and how to access and use appropriate federal resources.

Expert knowledge of applicable federal and state legislation and programs including the Workforce Investment Act; the rehabilitation Act of 1973 as amended; and numerous other laws and programs impacting the Vocational Rehabilitation consumer.

Laws, policies and procedures concerning Employment and Training programs in order to interpret and recognize policy implications on the Unemployment Insurance program.

Expert skill in:

Strong oral and written communication skills are essential. The position requires the ability to effectively lead and manage change, to negotiate with other agencies and to use group process techniques to build consensus.

Strong leadership skills and ability to motivate staff to move in new directions and to improve program performance.

Effective management concepts including performance management, strategic planning, team building, participatory management, and continuous improvement practices.

Fiscal audit and reviews to establish standards and checkpoints and evaluate financial management performance.

Problem solving techniques to research and resolve complex problems.

Ability to:

Plan and analyze complex, far-reaching fiscal and technical resource issues to meet the needs of diverse interests and competing priorities.

Develop and execute effective fiscal process, electronic tools and program implementation which anticipate future challenges.

Apply change and risk management knowledge to negotiate changes to deliverables and milestones base on approved changes.

Direct, delegate, coordinate, coach and motivate people.

Create and find innovative solutions that meet the needs of customers, stakeholders, partners and related systems.

Ability to handle difficult and sensitive situations, using sound, independent judgement within general policy and legal guidelines.

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T.C.: 6/00, 12/02

Rev.:

Former Title(s): Remployment Budget, Policy & Planning Director

Unemployment Insurance Budget, Policy & Planning Director