

EMPLOYMENT AND TRAINING PROGRAM MANAGER

DEFINITION

Under the general supervision of the Economic Assistance and Work Services Manager, plans, develops and implements programs with related policies that are designed to enable public assistance recipients to become economically self-sufficient; participates as a member of the division management team to assure program integration and coordination; performs related duties as required.

EXAMPLES OF DUTIES

Develops short and long range plans including researching program options and preparing recommendations for policy makers and top management; develops purchase of service contract specifications and negotiates contracts to implement program designs; monitors and evaluates contractor performance; develops procedures to effectively link assistance programs with training and employment programs; communicates program policies and goals to contractors, employers, policy recommending committees, the media and the general public; assures that programs conform to the work requirements of federal, state and county assistance programs; participates on divisional and departmental general management task forces.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of training and experience equivalent to a bachelor's degree in either vocational rehabilitation, public administration, business administration, the social or behavioral sciences and four years professional or managerial experience which demonstrates knowledge of public assistance programs and state/federal employment and training services focused toward enabling public assistance recipients to become economically self-sufficient.

Knowledges and Abilities: Knowledge of the social and economic conditions faced by recipients of assistance programs; considerable knowledge of state/federal employment and training programs and the program experiment and evaluation literature associated with them; working knowledge of the network of employment and training services available in Dane County; ability to effectively communicate orally and in writing; ability to conduct research through review and assessment of program data and relevant literature, to analyze implications and to reach reasoned and well documented conclusions; ability to work cooperatively with multiple levels of officials, wide variety of agencies, staff and clients; ability to manipulate quantitative data to assess program performance and communicate results; ability to plan, organize, work independently and assure complete follow through with minimal supervision.