



METRO NORTH WORKFORCE BOARD

Full Time Job Posting Job Title: Manager of Workforce Systems

POSITION SUMMARY:

The Manager of Workforce Systems reports to the Senior Director of Program Operations and is responsible for managing the planning and workforce systems functions of the workforce board in compliance with applicable federal and state laws, contract stipulations and grant requirements, and in accordance with established MNWB policies and procedures. The Manager of Workforce Systems is responsible for One-Stop Career Centers (OSCC) related functions, procedures and operations.

PRIMARY RESPONSIBILITIES AND DUTIES:

- Oversee MNWB's oversight of the One-Stop Career Centers (OSCC) related to the U.S. Department of Labor's Workforce Innovation and Opportunity Act (WIOA) including grants management, development of annual contract, contract implementation, reporting, development and oversight of fund allocation, tracking, and project/program close-out process.
- Ensure that the WIOA Individual Training Account (ITA), and TRADE funding training systems are compliant with local and state policy.
- Lead the development of the annual plan, WIOA allocations, and any other associated documents to be submitted to the state, working closely with other MNWB staff.
- Develop and maintain Memoranda of Understanding between OSCCs and partner agencies.
- Manage and support MNWB's Workforce Systems Committee
- Oversee MNWB's ongoing qualitative evaluations of the OSCCs
- Enhance and/or develop, and implement MNWB's workforce systems administrative policies and procedures
- Oversee the performance of the One Stop Career Centers' in meeting both local performance goals and WIOA performance goals.
- Manage the monitoring of the OSCCs and coordinate annual reviews of OSCCs operations to ensure compliance with MNWB Policies and Procedures and WIOA Regulations through site visits and file review.
- Stay current with all Federal and State performance and regulatory requirements, and provide technical assistance and training to service providers to ensure compliance.
- Utilize the information technology system (MOSES) which tracks all levels of customer activity for meeting performance standards for program evaluation and reporting.
- Attend statewide meetings and participate in workgroups as appropriate.
- With other MNWB staff, identify key workforce development issues and opportunities, and research creative approaches within workforce development nationally and across disciplines, with a goal of potentially testing and implementing innovative solutions to workforce development problems.
- Enhance MNWB's mission by being active and visible in the community, working closely with business and industry, community based organizations, and other interested collaborators, and representing MNWB at meetings, conferences and events related to the mission of MNWB.
- Actively participate in MNWB Member, Board of Directors, and Board committee meetings as required.



- Perform MNWB administrative duties, and assume other tasks and responsibilities as the Senior Director of Program Operations may assign.
- Frequent local and regional travel required.

DESIRED QUALIFICATIONS:

Education/Experience: Combination of education and experience demonstrating sufficient competency to fulfill position duties and responsibilities. Experience in workforce development, partnership building, reporting and evaluation, and grant writing required. Experience with data collection and data analysis tools, i.e. Excel, required. Experience with WIOA and the Career Center system highly desired.

Skills/Qualities: Creative, forward-thinking, problem-solver with relationship-building skills as well as expert technical/analytical skills, including evaluation, reporting, data collection, and data analysis. Operations oriented thinker and planner. Ability to take initiative. Ability to effectively present information and respond to questions from training and service providers, funding sources and the public in either individual or group settings. Excellent communication skills, both written and oral required

Salary and benefits: Salary commensurate with experience. Excellent benefits including health care, dental, life insurance, short-term and long-term disability, 403(b) plan, holiday, sick and vacation time.

To Apply: Send resume and cover letter outlining your experience and interest to hr@masshiremetronorth.org. Position open until filled.

Metro North Workforce Board is an Equal Opportunity Employer.