

GARRETT COUNTY GOVERNMENT JOB DESCRIPTION

JOB TITLE: Workforce Development Coordinator
DEPARTMENT: Business Development
REPORTS TO: Manager of Business Development
FLSA STATUS: Exempt

SUMMARY: This is professional and technical work in employer relations, and/or specialized program functions within the Department of Community Development under the direction of the Manager of Community Development. Workforce Development should be proactive in connecting people with training opportunities and jobs, meaning the primary focus of workforce strategies is not job creation and placement but rather the needs of residents. Works with a wide variety of community and governmental agencies, educational institutions, employers, businesses and other groups to identify comprehensively needs and strategies; markets programs; promotes community education and awareness related to training and employment issues., including workforce housing and transportation.

ESSENTIAL DUTIES AND REPOSIBILITIES:

1. Contact employers to identify their labor needs and problems; develop a plan of service.
2. Inform employers and community organizations of workforce development programs and services.
3. Assist with solicitation and development of on-the-job training solutions for employers.
4. Exercise independence in the performance of responsibilities; receive general administrative direction.
5. Establish effective working relationships with local partners and area employers.
6. Research potential partner service providers by reviewing information relating to their organization and attending inter-agency meetings.
7. Analyze and evaluate program operations for achievement of objectives.
8. Address community organizations and civic clubs to inform them of workforce development programs and services.
9. Develop, coordinate, and maintain effective working relationships with businesses, employers, community organizations, industrial education groups, business planning committees, labor organizations, etc.; initiate public relations activities to promote and explain department and division programs and services.
10. Assist with the development of grant and contract applications and modifications and participate in the establishment of new workforce development programs.
11. County liaison to local Colleges, Maryland Department of Labor, Licensing, and Regulation, and area agencies for workforce training opportunities for youth.
12. Organize workshops and coordinate youth internships within County departments.
13. Coordinate community outreach efforts to connect residents with employers.
14. Assist in the coordination of program activities with other agency departments and liaison activities to various policy and advisory committees, governmental agencies, local officials, and community and private sector organizations on matters relating to program activities.
15. Perform other related work as assigned.

KNOWLEDGE SKILLS:

- Ability to work with community partners to establish a Workforce Development Advisory Board
- Excellent communication skills with skill in the use of meeting facilitation, negotiation, mediation, collaborative conflict resolution and problem-solving.
- Ability to establish and maintain effective working relationships with agencies, local governments, private industry, public, state agencies, and other Commission personnel.
- Ability to build and maintain cooperative and effective public relations with the community.
- Ability to establish and maintain effective data collection and records management systems and prepare technical reports and documents.
 - Create and organize a consistent marketing campaign on available workforce development programs
 - Maintain affiliations with appropriate state, county, and local workforce development agencies; represent the County on the Garrett County and Western Maryland Workforce Development Boards, LAC, and other workforce development committees/task forces/boards
 - Organize community job fairs
 - Conducts outreach and recruitment to increase awareness of available workforce development services
 - Host information sessions, webinars, and conferences for the public to education on workforce programs and services and identify new partners.
 - Seek out workforce development, workforce housing and transportation grants and assist Department of Financial Services staff with application for and administration of those grants
 - Develop with the assistance of GCPS personnel, and local businesses, a program for high school students to tour local businesses
 - Organize workforce development workshops and seminars for local business owners
 - Develop programs to connect businesses with available workforce development programs

EDUCATION and/or EXPERIENCE:

- ❖ Bachelor of Science in Business Administration, Public Administration, Management, Planning, Economics, or closely related field.
- ❖ Three (3) years' technical or professional experience in social services, education, job placement, community organization, business, personnel, or public administration, or a closely related area; with primary responsibility in a comparable capacity involving recruiting or personnel administration.
- ❖ Knowledge of Microsoft products including Word, Excel, and PowerPoint is required.

CERTIFICATES, LICENSES, REGISTRATIONS:

- ❖ Valid Driver's License.

PHYSICAL DEMANDS:

- ❖ The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- ❖ While performing the duties of this job, the employee is regularly required to sit, use hands to finger or grasp, reach with hands and arms. The employee is frequently required to talk and hear.
- ❖ While visiting business sites, incumbent will be required to move around large areas of property with varying terrain, and climb stairs, ladders, and/or ramps.

WORK ENVIRONMENT:

- ❖ The work environment characteristics described herein are representative of those an employee will encounter while performing the essential functions of the position. The Workforce Development Coordinator works in an office environment daily. Travel to various work sites, businesses, and/or meeting locations is required.
- ❖ Work is generally completed on a regularly scheduled basis, however, attendance at meetings or completion of work outside of normal scheduled hours will be required on a regular basis.