

**PRINCE GEORGE’S COUNTY ECONOMIC DEVELOPMENT CORPORATION (EDC)
WORKFORCE SERVICE DIVISION
POSITION DESCRIPTION**

Position Title: Assistant Director of One Stop Operations
Salary:
Reports To: Executive Director

Position Description:

Provides leadership and direction to the county’s One Stop Career Center(s) in the delivery of services and the achievement of performance goals.

Examples of Duties:

- Develops and establishes protocols and policies for the One Stop system.
- Oversees the activities of on-site partners and promotes collaboration between partners.
- Implements strategies to assure achievement of WIA performance standards.
- Identifies gaps in services and proposes strategies to resolve gaps.
- Assists in the development of local plans and request for proposals.
- Implements new service initiatives.
- Develops and analyzes management reports.
- Develops marketing materials targeted to job seekers, partners, and businesses.
- Supervises WIA One Stop staff.
- Oversees the development, implementation, and quality assurance of management information system (MWE).
- Serves as chair of WIB subcommittee(s).
- Provides support to the executive director as needed.
- Develops community resources to support program/customer goals.

Incumbent may be requested to perform job related tasks other than those specifically presented in this description.

Desired Minimum Qualifications:

Knowledge of workforce development services and activities, specifically those funded by Workforce Investment Act and Wagner Peyser legislation.
Knowledge of One Stop Career Center system.
Knowledge of regional labor market, local hiring trends, and major employers.
Ability to supervise and motivate staff to achieve goals.
Ability to function and supervise in a performance based management environment.
Ability to analyze and use data to meet goals.
Excellent oral and written communication abilities.
Must be computer literate and proficient in Microsoft Office and PowerPoint.
Must have excellent organizational skills.

Qualifications:

- Bachelor's Degree in human services or a related field.
- Five (5) years experience in workforce development or related field; one (2) years must have involved supervision of staff.
- Or an equivalent combination of education and experience.
- Bi-lingual candidates preferred.

Performance Measures:

The incumbent will be evaluated according to his/her ability to meet relevant performance goals.

All qualified resumes must be forwarded to Ms. Gloria Brownlee, Human Resources Manager at careers@pgcedc.com by January 27, 2012.

No Calls Please**EEO Statement:**

Equal Employment Opportunity is a fundamental principle. The EDC is an equal opportunity employer where employment of qualified individuals is based upon job-related qualifications regardless of race, color, religion, sex, age, national origin, disability, sexual orientation or any other classification protected by applicable federal, state or local law.

The EDC expressly prohibits any form of discrimination and also complies with the laws regarding reasonable accommodations for qualified individuals with disabilities.

This policy of Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment.