



**Job Title: Director of Workforce Contract Compliance**

**Date: 5/28/2021**

**Type of Posting: Internal (3 days) and External**

**Salary Range: \$58,614 - \$68,047**

**Salary Group: B-22**

**WIT JPID: 14585811**

**FLSA Status: Exempt**

**Apply online at [www.workintexas.com](http://www.workintexas.com) (Job posting: 14585811), then email your résumé & cover letter to [HR@wfscapitalarea.com](mailto:HR@wfscapitalarea.com).**

**ORGANIZATION AND PURPOSE**

Workforce Solutions Capital Area is a non-profit organization that connects people to jobs. We are a recognized leader in workforce development. Our reputation is built upon collaboration, accountability, and innovation.

This mission of Workforce Solutions Capital Area is to lead the region’s workforce development system in support of a world-class workforce. We believe that training and education aligned to the needs of local employers are the foundation of a competitive workforce. We utilize a strategic approach to workforce development, based on analytics, to ensure that programs and services meet the needs of job seekers and employers.

**GENERAL DESCRIPTION**

Performs complex Workforce Solutions’ contract oversight work related to training/education, employment attainment, and advancement. Work involves coordinating the planning and contractual management of state and locally funded programs; evaluating progress of contract deliverables; managing contract budgets; and communicating and coordinating with contractors, management and other relevant parties. Serves as the primary point of contact with Texas Workforce Commission, City of Austin, and Travis County contract management departments. Works under general supervision with moderate latitude for the use of initiative and independent judgment. Oversees the work of technical assistance staff. Reports to the Senior Director of Customer Engagement.

**EXAMPLES OF WORK PERFORMED**

This job description is intended to identify the essential functions of a position and should not be interpreted as all-inclusive. The employee may be required to perform or assume additional job-related responsibilities other than those stated in this job description.

- Develops, negotiates and manages contracts and amendments internally and with agency workforce contractors, including contract terms, deliverables, statements of work, performance outcomes/deliverables and budgets.
- Analyzes and manages projects to ensure attainment of programmatic outcomes/deliverables, compliance with contract terms, and costs within budget.
- Provides regular updates on contractor expenditures and performance related to contract deliverables

- Prepares and presents reports on program progress, outcomes and effectiveness for management, program partners, and the Board.
- Responsible for coordinating and facilitating the solicitation process for workforce services.
- Oversees special grant and project contracts.
- Serves as primary point of contact for program monitors.
- Works closely with the Director of Workforce Performance
- Plans, assigns, and supervises the work of technical assistance coordinators.
- Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Bachelor's degree from an accredited 4-year college or university in public administration, management, business, education, or other relevant field required. Experience in program planning, research and evaluation, and implementation of complex initiatives and programs. Project management experience preferred. Experience in contract compliance in a similar industry preferred.

### **Knowledge, Skills, and Abilities**

- Knowledge of planning and evaluation processes.
- Knowledge of project management methodologies.
- Adaptable to change.
- Ability to work with and manage diversity.
- Excellent time management and self-organizational skills.
- Excellent communication skills (oral and written).
- Knowledge of contracting and procurement processes.
- Ability to build, manage, and interpret complex budgets.
- Ability to analyze and interpret data.
- Ability to work effectively on an independent basis and as a member of a team.
- Ability to identify problems, evaluate alternatives, and recommend solutions.
- Knowledge of TWC or locally funded programs, such as the Workforce Innovation and Opportunity Act, TANF, SNAP E & T, and The Workforce and Education Readiness Continuum program.
- Knowledge of literacy, post-secondary education, and workforce development services.
- Ability to maintain sensitive information and confidentiality.
- Knowledge of non-discrimination and Equal Opportunity laws.

### **Registration, Certification, or Licensure**

- When an employee drives a vehicle (yours, agency owned or leased), in conjunction with work, he/she must possess a valid driver's license and have access to reliable transportation. Local, in-state and out-of-state travel required.
- Must be legally eligible for employment in the United States.
- May be subject to a background check (verification of education, employment, references and criminal background)