



## **DEPUTY DIRECTOR**

**Deadline: February 17, 2026, 4:00pm**  
**Salary Range: \$84,304 - \$105,650 Annually**

### **The Position:**

Under the direction of the Executive Director, Madera County Workforce Investment Corporation (MCWIC), plan, organize, review, and evaluate operations and programs to support the successful implementation of the functions of the Workforce Development Board (WDB); assist in the management and coordination of the functions of the MCWIC; perform Human Resources duties; train, supervise, and evaluate the performance of assigned personnel; communicate and coordinate with community organizations within the local Workforce Development Area and the one-stop partners to ensure effective and integrated delivery of services.

### **Examples of Duties: (Include but are not limited to the following)**

Plan, organize, review, coordinate, and evaluate the programs and operations of the MCWIC.

Serve as advisor to the Executive Director pertaining to opportunities, challenges, concerns, and issues that affect the MCWIC.

Assist in reviewing, analyzing, and evaluating pending legislation, legal mandates, regulations, and guidelines that may affect the activities and functions of the MCWIC, the Workforce Development Board (WDB), and the local one-stop system.

Provide technical expertise, information, and assistance to the Executive Director regarding assigned functions; assist in the formulation and development of policies, regulation statements, and operational procedures and guidelines.

Develop, plan, organize, and implement long- and short-term projects, programs, and activities specific to the operation of the MCWIC and to the functions of the WDB.

Prepare and maintain a variety of narrative and statistical reports, records, and files related to assigned activities and personnel; prepare narrative portions and annual revisions of the local and regional Plans for the local Workforce Development Area; prepare contracts, correspondence, press releases, and memoranda as required.

Perform all human resources duties and tasks for the organization; maintain personnel files; prepare job postings; remain apprised of changes to California Labor and Wage and Hour laws; review and update employee handbook no less than once per year; periodically review and revise job descriptions; develop new job descriptions as needed; review and provide recommendations regarding new hires, requests for unpaid leave, salary increases, and other

personnel requests prior to submission to Executive Director; coordinate personnel recruitment processes; conduct employee onboarding; perform investigations related to employee and customer complaints; act as point of contact with contracted human resources support organization.

Serve as EEO/AA Officer for complaints related to the MCWIC; conduct complaint investigations; maintain complaint log in compliance with current State and Federal EO regulations and policies; provide staff training and dissemination of appropriate EO and nondiscrimination policy language to Board members, staff, customers, service providers, and the general public, as required by law. Conduct annual EEO review of approved training providers for compliance with WIOA Section 188 non-discrimination and equal opportunity provisions. Prepare reports of monitoring results and provide technical assistance for corrective action plans as needed.

Assist the Controller with all Information Technology (IT) duties regarding IT service ticket system.

Oversee facilities management, maintenance and operations. Work closely with facility owner as well as maintenance and upkeep of facilities as required in lease agreement. Procure and schedule vendors for routine maintenance and/or projects, preventative maintenance (e.g., HVAC, electrical, plumbing) and oversee the day-to-day operations of the facility, including cleaning. Ensure facilities comply with all relevant laws, regulations, and safety standards. Implement and oversee security measures within the facility, including procurement of monitoring systems (fire and alarm) and annual testing of security systems.

Analyze and review budgetary and financial data; monitor expenditures in accordance with established guidelines; research, develop, and modify new and existing funding sources, including the preparation and submission of competitive grant applications.

Coordinate and implement programmatic monitoring to assure internal and subcontractor compliance with federal, state, and local workforce development regulations, policies, and procedures; coordinate visits of state and Federal program monitors as required.

**Qualifications:**

A Bachelor's Degree in business, organizational management, public administration, social work, sociology or a related field AND five (5) years of progressively responsible managerial experience in workforce development programs or a related field

OR

A Master's Degree in business, organizational management, public administration, social work, sociology or a related field AND three (3) years of progressively responsible managerial experience in workforce development programs or a related field.

A certification in HR from an industry recognized organization is highly desirable, but not required.

A valid California driver's license is required.

**Employer Benefits:**

- Sick Leave: Earned at 8 hours per month.
- Vacation: 200 hours per fiscal year.
- Holidays: 16 paid days (including a floating Birthday holiday)
- Health benefits: Eligible for medical, dental, and vision coverage at no cost to employee.
- Retirement: Eligible to participate in a deferred compensation 457 retirement plan after successful completion of the introductory period. Employee will have 30 days to enroll from the date of eligibility. Employer contribution is 6% if the employee agrees to the minimum employee contribution of 3%. If employee chooses to "opt out" within the first 30 days of enrollment, the employer contribution will be reduced to 2%.
- Employee Assistance Program: Eligible for behavioral health services and referrals, legal consultation and identify theft recovery, financial consultations, and family assistance resources and referral programs at no cost to employee.
- Life Insurance: Eligible for a \$50,000 life insurance policy at no cost to employee.

**Required Application Materials:**

To be considered, applicants must submit:

- Application Cover Letter
- Completed Workforce Investment Corporation Application Form
- Current Resume
- A Minimum of Two Professional Reference Letters (dated within 60 days of the date of your application submission)

Application materials are available from:

**Nicki Martin, Executive Assistant  
Madera County Workforce Investment Corporation  
2037 West Cleveland Ave  
Madera, CA 93637  
(559)662-4589**

**A CalJOBS application cannot be substituted for the Madera County Workforce Investment Corporation application form. Application materials may be mailed, hand-delivered, or emailed to be considered. Completed applications should be submitted to the individual and address above. If emailing your application materials, please send them to [HR@maderaworkforce.org](mailto:HR@maderaworkforce.org).**

Complete application packages received by the deadline will be screened against the position qualifications. Only the most qualified applicants, based on the information provided in the

application package, will be invited to participate in the oral panel interview (date to be determined).

The Madera County Workforce Investment Corporation is an equal opportunity employer. All qualified individuals are encouraged to apply. Auxiliary aids and services are available, upon request, to individuals with disabilities.



**CLASS TITLE: DEPUTY DIRECTOR**

**BASIC FUNCTION:**

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**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Plan, organize, review, coordinate, and evaluate the programs and operations of the MCWIC.

Serve as advisor to the Executive Director pertaining to opportunities, challenges, concerns, and issues that affect the MCWIC.

Assist in reviewing, analyzing, and evaluating pending legislation, legal mandates, regulations, and guidelines that may affect the activities and functions of the MCWIC, the Workforce Development Board (WDB), and the local one-stop system.

Provide technical expertise, information, and assistance to the Executive Director regarding assigned functions; assist in the formulation and development of policies, regulation statements, and operational procedures and guidelines.

Develop, plan, organize, and implement long- and short-term projects, programs, and activities specific to the operation of the MCWIC and to the functions of the WDB.

Prepare and maintain a variety of narrative and statistical reports, records, and files related to assigned activities and personnel; prepare narrative portions and annual revisions of the local and regional Plans for the local Workforce Development Area; prepare contracts, correspondence, press releases, and memoranda as required.

Perform all human resources duties and tasks for the organization; maintain personnel files; prepare job postings; remain apprised of changes to California Labor and Wage and Hour laws; review and update employee handbook no less than once per year; periodically review and revise job descriptions; develop new job descriptions as needed; review and provide recommendations regarding new hires, requests for unpaid leave, salary increases, and other personnel requests

prior to submission to Executive Director; coordinate personnel recruitment processes; conduct employee onboarding; perform investigations related to employee and customer complaints; act as point of contact with contracted human resources support organization.

Assist Controller with Information Technology (IT) duties regarding IT service ticket system.

Oversee facilities management, maintenance and operations. Work closely with facility owner as well as maintenance and upkeep of facilities as required in lease agreement. Deputy Director will be required to procure and schedule vendors for routine maintenance and/or projects, preventative maintenance (e.g., HVAC, electrical, plumbing) and oversee the day-to-day operations of the facility, including cleaning. Ensure facilities comply with all relevant laws, regulations, and safety standards. Implement and oversee security measures within the facility, including procurement of monitoring systems (fire and alarm) and annual testing of security systems.

Analyze and review budgetary and financial data; monitor expenditures in accordance with established guidelines; research, develop, and modify new and existing funding sources, including the preparation and submission of competitive grant applications.

Communicate with other administrators, personnel, and outside organizations to coordinate local and regional activities and programs, resolve issues and concerns, and exchange information.

Initiate, implement, and coordinate special projects with private-for-profit and public agencies; maintain efficient and effective operations by monitoring office functions and implementing modifications as appropriate.

Assist with the planning, implementation, and coordination of the marketing of programs and services offered by the WDB and MCWIC; develop contracts and other agreements, and conduct contract negotiations with private-for-profit, public, and community-based organizations.

Coordinate and implement programmatic monitoring to assure internal and subcontractor compliance with federal, state, and local workforce development regulations, policies, and procedures; coordinate visits of state and Federal program monitors as required.

Interpret, apply, and explain rules, regulations, policies, and operational procedures to subcontractors, participants, staff members, and the public.

Provide training and technical assistance to staff members; train, supervise, and evaluate the performance of assigned staff; interview and recommend employees for hire, transfer, reassignment, termination, and disciplinary actions.

Serve as EEO/AA Officer for complaints related to the MCWIC; conduct complaint investigations; maintain complaint log in compliance with current State and Federal EO regulations and policies;

provide staff training and dissemination of appropriate EO and nondiscrimination policy language to Board members, staff, customers, service providers, and the general public, as required by law. Conduct annual EEO review of approved training providers for compliance with WIOA Section 188 non-discrimination and equal opportunity provisions. Prepare reports of monitoring results and provide technical assistance for corrective action plans as needed.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned.

Coordinate and implement procurement actions within the MCWIC; create and distribute Requests for Proposals, Invitations for Bid, and other formal procurement documents; ensure compliance of written procurement policies and procedures with appropriate state and federal guidance.

Assist with the development of MCWIC and WDB meeting agendas; prepare background documents and supporting information; assist with Board committees, as needed.

Maintain the list of local Eligible Training Providers for the state and ensure current and subsequent eligibility of all local occupational training providers and programs;

Attend and conduct a variety of meetings as assigned.

#### OTHER DUTIES:

Represent the Executive Director in the absence of the Executive Director at various meetings as requested.

Work evenings and weekends, travel out of town for meetings and conferences, and be available for facility emergencies as needed.

Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### KNOWLEDGE OF:

- Principles, practices, trends, goals, and objectives of the local Workforce Development system.
- Regulatory, educational, fiscal, and legal issues affecting MCWIC and/or the Workforce Development Board.
- Methods for program evaluation and techniques utilized in monitoring special programs.
- Human Resources practices, policies, and resources, particularly related to California employment law.
- Research and development strategies, processes, and techniques.
- Legal mandates, policies, regulations, and guidelines that affect the MCWIC and/or WDB.

- Problems of the culturally, ethnically, or economically disadvantaged.
- Community resources and local labor market.
- Modern office practices, methods, and procedures.
- Budget monitoring and control.
- Oral and written communication skills.
- Principles and practices of administration, supervision, and training.
- Applicable laws, codes, regulations, policies, and procedures.
- Interpersonal skills using tact, patience, and courtesy.
- Operation of a computer and assigned software.

**ABILITY TO:**

- Plan, organize, coordinate, and review the internal organizational operations.
- Train, supervise, and evaluate the performance of assigned staff.
- Communicate effectively both orally and in writing.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Assist in the maintenance of a variety of reports and files related to assigned activities.
- Present a positive image of the MCWIC and the Workforce Development Board.

**EDUCATION AND EXPERIENCE:**

A Bachelor's Degree in business, organizational management, public administration, social work, sociology or a related field AND five (5) years of progressively responsible managerial experience in workforce development programs or a related field.

OR

A Master's Degree in business, organizational management, public administration, social work, sociology or a related field AND three (3) years of progressively responsible managerial experience in workforce development programs or a related field.

A certification in HR from an industry recognized organization is highly desirable, but not required.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California Class C driver's license. Incumbents must be insurable by the



liability carrier for the Madera County Workforce Investment Corporation.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Stamina to perform multiple assignments and tasks with many interruptions and deadlines while under a variety of circumstances including critical, intense, or urgent situations.

Communicating to exchange information in person or on the telephone.

Sitting, standing, or walking for extended periods of time.

Operate a computer and effectively utilize a variety of software and on-line tools.

Reading a variety of materials.

Reaching with hands and arms or bending at the waist to retrieve documents/files.

Lifting or carrying up to 10 lbs.