



## **Special Projects Manager**

**Position open until filled.**

***Salary Range: \$66,272 to \$76,400 Annually***

### **The Position:**

Under general direction performs a variety of high-level administrative, programmatic, developmental, and liaison tasks to implement various special projects related to the activities of the Workforce Investment Corporation and the Workforce Development Board of Madera County under the Workforce Innovation and Opportunity Act. The Special Projects Manager will report to the Executive Director and/or the Deputy Director. This position will conduct activities in a variety of special areas including grant writing, project management and reporting, labor market and other research, scheduling and facilitating meetings, and developing and delivering reports and presentations to the Board(s), partner agencies and community members.

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

Identify relevant and related Federal, State, and private grant solicitations; analyze solicitation information to determine applicability to local or regional efforts; prepare proposals, grant applications, and plans for new or continuing funding sources.

Train and supervise assigned staff; assign work; allocate staff resources and review work activities of assigned staff to ensure effective project implementation and service delivery; provide regular updates to assigned supervisor regarding progress of projects, successes and challenges and anticipated resource needs for successful project operation.

Design and implement new programs; including systems of service delivery and proposed project staffing needs/budgets; review and approve requests for training or supportive services related to assigned projects; insure tracking of requested expenditures in adherence with established procedures.

Design new or update current methods of collecting and analyzing program or project data; create reports, charts, and graphs using on-line resources and available software; prepare monthly, quarterly, and close-out reports for assigned special projects.

Perform a variety of technical duties in the research and analysis of local and regional labor market information including locally designated industry sectors and various occupational fields; compile, summarize, and publish current information concerning the labor market to enhance hiring and training methods and reconcile employer labor needs with the occupational skills of job seekers.

Attend a variety of meetings, workshops, and conferences related to assigned activities; develop and present information and recommendations to organizational management; attend and present information at Board meetings or other public meetings, as assigned.

Compile information and track program performance and outcomes; prepare and maintain a variety of records and reports related to program data and assigned activities; assist with program monitoring and evaluation; coordinate with supervisor to prepare for external reviews by State or Federal personnel.

**Qualifications:**

Any combination equivalent to: bachelor's degree in business or public administration, sociology, or related field and three years of responsible technical or project-based experience in a public, non-profit or workforce development organization.

Fluent bi-lingual ability in Spanish is desirable, but not required.

A valid California driver's license is required.

**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:

**Maiknue Vang, Deputy Director  
Madera County Workforce Investment Corporation  
2037 West Cleveland Ave  
Madera, CA 93637  
(559)662-4503**

**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 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



**JOB TITLE: SPECIAL PROJECTS MANAGER**

**SUMMARY:**

Under general direction performs a variety of high-level administrative, programmatic, developmental, and liaison tasks to implement various special projects related to the activities of the Workforce Investment Corporation and the Workforce Development Board of Madera County under the Workforce Innovation and Opportunity Act. The Special Projects Manager will report to the Executive Director and/or the Deputy Director. This position will conduct activities in a variety of special areas including grant writing, project management and reporting, labor market and other research, scheduling and facilitating meetings, and developing and delivering reports and presentations to the Board(s), partner agencies and community members.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Identify relevant and related Federal, State, and private grant solicitations; analyze solicitation information to determine applicability to local or regional efforts; prepare proposals, grant applications, and plans for new or continuing funding sources.

Train and supervise assigned staff; assign work; allocate staff resources and review work activities of assigned staff to insure effective project implementation and service delivery; provide regular updates to assigned supervisor regarding progress of projects, successes and challenges and anticipated resource needs for successful project operation.

Evaluate the performance of assigned staff; screen, interview and recommend new employees for hire; recommend staff assignment, reassignment, promotion, demotion, or disciplinary action, up to and including dismissal.

Maintain cooperative relationships with community organizations, educational institutions, social service agencies, and others; prepare and make presentations to the public and associated agencies to communicate program objectives and activities.

Design and implement new programs; including systems of service delivery and proposed project staffing needs/budgets; review and approve requests for training or supportive services related to assigned projects; insure tracking of requested expenditures in adherence with established procedures.

Design new or update current methods of collecting and analyzing program or project data; create

reports, charts, and graphs using on-line resources and available software; prepare monthly, quarterly, and close-out reports for assigned special projects.

Perform a variety of technical duties in the research and analysis of local and regional labor market information including locally designated industry sectors and various occupational fields; compile, summarize, and publish current information concerning the labor market to enhance hiring and training methods and reconcile employer labor needs with the occupational skills of job seekers.

Provide responsible technical assistance to assigned programs to assist in program development and implementation by ensuring adequate administrative support is provided; gathering data for monthly or quarterly reports; prepare reports for management review, as assigned.

Prepare and deliver presentations concerning demographic, program performance, occupational or labor market information; attend trade fairs, activities, and other events to promote the business and job seeker services available through the local workforce development system.

Attend a variety of meetings, workshops, and conferences related to assigned activities; develop and present information and recommendations to organizational management; attend and present information at Board meetings or other public meetings, as assigned.

Review and analyze Federal and State regulations as guidance and prepare summaries and information regarding the potential impact of changes on local operations.

Initiate queries, research data, generate regular and periodic reports, and interpret data for staff and management using existing and customized reports available in the WIOA State data system (CalJOBS); participate in monthly CalJOBS user group meetings, as assigned; pull and transmit various data files to partner organization, as directed.

Compile information and track program performance and outcomes; prepare and maintain a variety of records and reports related to program data and assigned activities; assist with program monitoring and evaluation; coordinate with supervisor to prepare for external reviews by State or Federal personnel.

Research and compile a variety of occupational statistics and information; oversee the preparation and distribution of annual report as outlined in established guidelines and procedures.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

**OTHER DUTIES:**

**This job description is only a summary of typical functions, and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The duties, tasks,**

**and responsibilities may differ from the above job descriptions, and other duties, as assigned, may be part of the job.**

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

**To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

#### **KNOWLEDGE OF:**

- Effective research and analytical techniques and practices; statistical methodology and analysis.
- Technical and business writing; preparation and administration of grants and contracts.
- Interpersonal skills using tact, patience, and courtesy.
- Data tracking and analysis tools and techniques.
- Applicable laws, codes, regulations, policies, and procedures.
- Oral and written communication skills.
- Policies and objectives of assigned program and activities.
- Operation of a computer and assigned software.
- Methods, procedures, and practices of compiling statistical data.
- Analysis and interpretation of statistical information.
- Public speaking techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.

#### **ABILITY TO:**

- Gather and analyze data; prepare clear, concise, and effective reports and recommendations; analyze complex problems, consider alternatives, project consequences and adopt appropriate solutions.
- Communicate effectively with individuals and groups. Work effectively and collaboratively with a broad range of agencies, communities, and individuals, including officials from service providers and other agencies, and the general public.
- Exhibit initiative, integrity, and sound judgment; coordinate multiple activities; work with minimum supervision; maintain data confidentiality, including personnel information and customer PII; organize work, set priorities, meet critical deadlines, and follow up on assignments; understand and follow oral and written instructions.
- Use a personal computer or other automated equipment and up-to-date software programs; use the Internet and related technology to do research, to exchange information and to perform other related tasks.
- Compare numbers and detect errors efficiently.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Establish and maintain cooperative and effective working relationships with others.

- Determine appropriate action within clearly defined guidelines.
- Meet schedules and timelines.
- Plan and organize work.
- Maintain statistical records.
- Prepare and deliver oral presentations.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in business or public administration, sociology, or related field and three years of responsible technical or project-based experience in a public, non-profit or workforce development organization.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

Fluent bi-lingual ability in Spanish is desirable, but not required.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Constant interruptions.

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.

Reading a variety of materials.

Communicating to exchange information in person or on the telephone.

Operating a computer and effectively utilizing a variety of software and on-line tools.

Sitting or standing for extended periods of time.

# MCWIC APPLICATION FOR EMPLOYMENT

All applicants are considered for all positions without regard to race, color, creed, religion, sex, national origin, citizenship status, ancestry, age, marital status, veteran status, physical or mental disability, pregnancy, medical condition, sexual orientation, sex stereotyping, transgender status, gender identity, gender expression or any other legally protected status. By completing this application, you are seeking to join a team of hardworking professionals dedicated to consistently delivering outstanding service to our customers and contributing to the financial success of the company, its clients, and its employees. Equal access to programs, services and employment is available to all qualified persons. Those applicants requiring accommodation to complete the application and/or interview process should contact a management representative.

(Please Print)

Position(s) applied for: \_\_\_\_\_ Date of Application: \_\_\_\_\_

\_\_\_\_\_  
 Last Name First Name Middle Name

\_\_\_\_\_  
 Address City State Zip Code

\_\_\_\_\_  
 E-mail Address Nickname

\_\_\_\_\_  
 Telephone Number(s)

## EMPLOYMENT EXPERIENCE

Please list the names of your present or previous employers in chronological order with present or last employer listed first. Be sure to account for full periods of time including military service and any period of unemployment. If self-employed, give firm name and supply business references. [Add additional page if necessary]

Name and Address of Employer	Dates Employed		Supervisor and Telephone Number	Job Title and Duties	Reason for Leaving
	From Month/Year	To Month/Year			
			May we Contact <input type="checkbox"/> Yes <input type="checkbox"/> No		
			May we Contact <input type="checkbox"/> Yes <input type="checkbox"/> No		
			May we Contact <input type="checkbox"/> Yes <input type="checkbox"/> No		



Have you ever been involuntarily terminated or asked to resign from any job?

Yes or  No

If yes, please explain:

Please explain any gaps in your employment history:

Please list any other experience, job related skills, additional languages, or other qualifications that you believe should be considered in evaluating your qualifications for employment:

### EDUCATION

Please describe your educational background in the table provided below.

School Name	Years Completed	Diploma/Degree	Describe Course of Study or Major	Describe Specialized Training, Experience, Skills and Extra-Curricular Activities
	1 2 3 4	Yes or No		
High School:				
College/University:				
Graduate/Professional:				
Trade or Correspondence:				
Other:				

### BUSINESS/PROFESSIONAL REFERENCES

Please list three professional references of individuals who are not related to you.

Name & Title	Business Relationship	Telephone Number or Email

### GENERAL INFORMATION

1. Have you ever worked for this company before?

Yes or  No

If yes, please give dates and position: \_\_\_\_\_

2. Do you have friends and/or relatives working for this company?

Yes or  No

If yes, name(s) and relationship(s): \_\_\_\_\_

3. On what date are you available to begin work? \_\_\_\_\_

4. Days/Hours available to work: \_\_\_\_\_

5. Are you available to work:  Full-time  Part-time  Shift Work  Temporary
6. Minimum salary required?  Yes or  No \$ \_\_\_\_\_ Per Hour \$ \_\_\_\_\_ Per Month
7. Do you have a valid CA driver's license?  Yes or  No
8. Can you travel if the position requires it?  Yes or  No
9. Can you relocate if the position requires it?  Yes or  No
10. Are you at least 18 years old?  Yes or  No  
*Note: if under 18, hire is subject to verification that you are of minimum legal age*
11. If hired, can you present evidence of your identity and legal right to live and work in this country?  Yes or  No
12. Are you able to perform the essential job functions for the job for which you are applying with or without reasonable accommodations?  Yes or  No

*Note: we comply with the ADA and consider reasonable accommodation measures that may be necessary for qualified applicants/employees to perform essential job functions.*

*This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.*

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## APPLICANT STATEMENT AND AGREEMENT

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Please read and initial each paragraph below. If there is anything that you do not understand, please ask.

\_\_\_\_\_ I hereby authorize the Company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment.

\_\_\_\_\_ In the event of my employment with the Company, I understand that I am required to comply with all rules and regulations of the Company.

\_\_\_\_\_ If hired, I understand and agree that my employment with the Company is at-will, and that neither I, nor the Company is committed to continuing the employment relationship for any specific term. I further understand that the Company or I may terminate the employment relationship at any time, with or without cause, and with or without notice. I understand that the at-will status of my employment cannot be amended, modified, or altered in any way by oral statements or in any other way, but can only be altered by written amendment signed by the Owner/President of this Company. I also understand that the Company and its client are co-employers and that, if hired, I will be co-employed by both companies and the companies shall share employment responsibilities.

\_\_\_\_\_ I understand that safety of employees is extremely important to the Company and that the Company is committed to ensuring a safe working environment. I understand that I, and every employee, have a responsibility to prevent accidents and injuries by observing all safety procedures and guidelines and following the directions of my site supervisor. I understand and agree to comply with federal, state, and local regulations related to on-the-job safety and health. I also recognize that an effective safety program extends beyond normal working hours. Safety should be promoted within the family and in off-the-job activities. I understand and agree to adhere to safety practices while performing my job.

\_\_\_\_\_ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

\_\_\_\_\_ I understand that if I am selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 Form in this regard.

\_\_\_\_\_ I understand that if any term, provision, or portion of this Agreement is declared void or unenforceable, it shall be severed and the remainder of this Agreement shall be enforceable.

MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ, UNDERSTAND, AND AGREE TO BE LEGALLY BOUND TO ALL OF THE ABOVE TERMS.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

City/State: \_\_\_\_\_