



## Job Description

### Workforce Development Programs Manager

**Department:** Workforce Development Programs  
**Reports To:** Executive Director  
**FLSA Classification:** Exempt  
**Wage Range:** 11/12

#### **Position Summary:**

Under the direction of the Executive Director and/or Deputy Executive Director, the Workforce Development Programs Manager is responsible for the overall management and supervision of Workforce Development programs (WFD) and staff such as Temporary Assistance for Needy Families (TANF), Native Employment Works (NEW), Vocational Rehabilitation (VR), Workforce Innovation Opportunity Act (WIOA) and Child Care and Development Fund (CCDF) which support consortium Tribes in increasing Tribal member employability through workforce development, education and training programs. The position is located at the Intertribal Professional Center, Shelton, WA.

#### **Major Responsibilities:**

The Workforce Development Programs Manager provides administrative oversight of all Tribal Workforce Development programs in the SPIPA 102-477 Plan. The WFD/477 Program provides services to Tribal families, individuals and other Native Americans who are in need of job placement training, work experience, childcare assistance, youth services and other support services to become self-sufficient. P.L. 102-477 is the Indian Employment, Training and Related Services Demonstration Act of 1992 (25 USC § 3401 et. seq.). The Act allows Tribes to integrate employment, training, and related services programs into a single program with a single budget.

#### **Responsibilities:**

- Provide day to day coordination and oversight of WFD/477 program and compliance with all Federal and State Regulations.
- Assess program needs as well as develop goals and outcomes that meet the needs of the consortium Tribes.
- Coordinate planning meetings and assist in the development, implementation, and evaluation of workforce development programs serving the consortium Tribes.
- Develop Agency workforce development annual program budgets and monitor corresponding Tribal budgets. Assist Tribes in developing budgets that carry out scope of program deliverables.
- Manage and monitor program budget, expenditures, modifications, and justifications.
- Oversee communication for all WFD/477 programs.
- Hold regular meetings for WFD/477 program staff to identify areas that need attention to meet the needs of the consortium Tribes.
- Train Workforce Development program staff for WFD/477 program compliance, coordination of services and all program requirements.

- Coordinate intertribal training on workforce development programs as requested.
- Coordinate the collection and analysis of data reported to internal and external stakeholders in compliance with rules and regulations.
- Submits annual reports to the US Department of the Interior.
- Oversees the development and modification of program policies and procedures.
- Work with staff, the consortium Tribes, and program participants to ensure program effectiveness.
- Maintain awareness of new developments and communicate opportunities impacting workforce development programs as needed.
- Other duties as assigned.

**Staff Management and Development:**

- Plan, prioritize, assign, supervise, review and evaluate the work of staff involved in providing services through SPIPA's WFD/477 programs.
- Participate in the selection of staff; provide or coordinate staff training; coach and mentor subordinate employees to improve job performance and correct deficiencies; implement disciplinary action as necessary.
- Set goals and measurable expectations to assure alignment with Agency mission and program deliverables.
- Other duties as assigned.

**Abilities/Skills:**

- Knowledge of workforce development programs management, including staff supervision and evaluation, program design and implementation, budget development and monitoring, and contract/grant administration.
- Capable of leading and interacting with a work team, providing a balance of support and leadership for program staff.
- Problem solving and organizational skills for working on multiple projects concurrently using independent judgment and initiative.
- Excellent writing, organizational, and oral communication skills required.
- Basic understanding of statistical data gathering, interpretation and electronic reporting required.
- Ability to work cooperatively and respectfully with internal and external stakeholders within WFD/477 program and SPIPA policies.

The Workforce Development Programs Manager, as an employee of the South Puget Intertribal Planning Agency, is expected to collaborate, engage, and work closely with all SPIPA programs to fully support the agency's Vision, Mission, and Core Values in accordance with all Agency directives.

**Qualifications:**

- Master's Degree in Public or Business Administration, Social Services or related field and three years related experience managing workforce development or similar programs. Three or more years of supervisory experience of subordinate employees, including setting, measuring, and evaluating performance expectations.
- A Bachelor's Degree in Public or Business Administration, Social Services or related field and five years related experience managing workforce development or similar programs.

Three or more years of supervisory experience of subordinate employees, including setting, measuring, and evaluating performance expectations.

- Experience administering and monitoring Tribal, state and federal governmental grants, contracts and memorandums of understanding.
- Previous experience working with Native American individuals and communities preferred.
- Must be able to pass a background investigation including relevant criminal history check.
- Provide a valid driver's license with proof of auto insurance.

**Physical Abilities:**

Bending at the waist; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; hearing and speaking to exchange information; seeing to read reports and data; occasionally lifting medium objects generally less than 25 pounds. Occasional travel to conferences and other SPIPA or Tribal Community locations.

**Salary/Fringe Benefits:**

Compensation for this position has a wage range 11/12 depending on qualifications. \$80,790 – \$90,753 (annualized at 37.5 hours weekly). Benefits include medical, dental, vision, life insurance and agency contribution to a retirement program.

**Confidentiality:**

This position will have knowledge of confidential personal information regarding others. The employee will be required to sign a Confidentiality Agreement and adhere to applicable standards.

**Equal Opportunity:**

SPIPA is an equal opportunity employer. However, Native American preference applies in that we seek to hire qualified enrolled members of SPIPA consortium Tribes, federally recognized Tribes or Alaska Natives. Minimum qualifications must be fully met for all applicants to be considered for employment.

**Drug-free Workplace:**

SPIPA is committed to providing a drug-free workplace for its employees, volunteers and the communities it serves. This position requires successful completion of a pre-employment drug test.

**To Apply:**

Complete a SPIPA Employment Application packet and send with cover letter and resume including three work related references to:

South Puget Intertribal Planning Agency  
Attn: Human Resources Manager  
3104 SE Old Olympic Hwy, Shelton, WA 98584  
[archiesmith@spipa.org](mailto:archiesmith@spipa.org)

**SPIPA Employment application is available online at <http://www.spipa.org> under JOBS or by calling (360) 426-3990.**

**Application screening will begin September 1<sup>st</sup>, 2023.  
Open until filled.**