

## ADMINISTRATOR OF WORKFORCE SERVICES G70800

### DESCRIPTION OF OCCUPATIONAL WORK

Under general direction, plans, organizes, coordinates, and administers employment and training programs under the Office of Workforce Services (OWS) which operates throughout the State. This includes administration of large statewide programs, such as the Wagner-Peyser Act and Workforce Investment Act programs, as well as other related or agency shared programs which provide employment and training services. Serves as a supervisor of subordinate staff on a daily basis and acts as the Director of Workforce Services in his/her absence; performs related work as required.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Administer and direct the delivery of the employment and training programs/services under the Wagner-Peyser Act, Workforce Investment Act, and other related laws which detail provisions for employment and training programs.

Plan, organize, coordinate, and give direction regarding the employment and training programs/services delivered by the Office of Workforce Services.

Oversee and foster the development of all goals, priorities, policies, and programs for the Office of Workforce Services. This involves statewide team coordination, direction, and accountability.

Interpret the provisions of the Wagner-Peyser Act, Workforce Investment Act, implement pertinent regulations, and provide technical assistance for the Office of Workforce Services staff, affiliated partners, Commission of Labor, etc.

Drafts and reviews proposed legislation and statutes affecting the Office of Workforce Services; writes and presents Office of Workforce Services policies.

Prepare annual budget and monitors all fiscal expenditures for the Office of Workforce Services and provide technical assistance to the One Stop centers and sites in the development of their annual budgets.

Responsible for supervision, development and presentation of staff evaluation standards and expectations regarding individual performance.

Develop and evaluate program performance goals and standards to insure continuous program improvements.

Develop competitive proposals or related grant applications which are submitted for both public and private funding.

Continuously develop and maintain positive relationships, and serve as a liaison with other departments, state agencies, businesses, non-profit and other public sector agencies to create effective ways to meet the needs of both employers and job seekers.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: laws, regulations, and local operating procedures governing the delivery of employment and training programs under the Wagner-Peyser Act, Workforce Investment Act and other Federal or State programs. Also, must have understanding of budgeting processes and preparation, computer technology used to access labor market information, EEO, Civil Rights Act of 1964 and Rehabilitation Act of 1973 (both as amended), and office management and administration functions.

Ability to: communicate effectively orally and in writing; perform successfully in adverse and stressful situations. Analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives. Must be able to compare, count, differentiate, measure, copy, record and transcribe data and information; classify, compute, tabulate, and categorize data.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor’s degree in public administration, business administration, management, financial management, human services, social sciences or a related field and three years’ experience in program or grant management with employment and training programs. Experience may be substituted for the educational requirement on a year-for-year basis.

SPECIAL NOTES:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).

Established: <03/02>

Note: Classification-specification is subject to change. Please refer to the Nebraska State Personnel Job Specification website at <https://das.nebraska.gov/personnel/classcomp/jobspecs/jobspecs.html> to ensure this represents the most current copy of the description.

The following is a summary of changes made to this class specification.

Section	Change Description	Effective Date
MINIMUM QUALIFICATIONS	Updated MQs education and experience	