

**JOB DESCRIPTION**

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| **Position Title:**  Contract Administrator & Outreach Manager | **Classification:** Exempt/Full-Time |
| **Program:** | **Location:** |
| **Reports to:** Executive Director | **Number of People Supervised:** 0 |

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| **POSITION PURPOSE** |
| Responsible for the management and coordination of all contracting activities of the Lancaster County Workforce Development Board. Responsible as part of a team for the following: development of strategic planning documents and development of discretionary grant proposals; and responding to State monitoring requests and activities. Responsible for providing outreach to community organizations (including youth and adult programs) and school districts in Lancaster County. Additionally, responsible for staffing of Board committees as assigned and the expectation of developing a thorough understanding of all Federal and Commonwealth regulations and policy associated with funding streams impacting the Board.  As a member of the leadership team, the Contract Administrator & Outreach Manager will encompass and carry out the mission/vision of the Lancaster County Workforce Development Board and perform responsibilities in alignment with organization core values:  **Mission**   * The Lancaster County Workforce Development Board seeks to align fiscal resources and provide strategic direction for Lancaster County jobseekers and employers.   **Vision**   * The Lancaster County workforce development environment is characterized by innovative opportunities for job seekers, employers, and community partners to achieve their maximum potential.   **Core Values**   * Accessible, inclusive path to training, development, and opportunity for workforce advancement. * Intentional community partnerships. * Connective resources to support collaboration and innovation. * Systematic equity and integrity of service delivery. |
| **ESSENTIAL DUTIES AND RESPONSIBILITIES** |
| *Contract Administration*   * Coordinate and manage the WDB procurement process including the issuing of Requests for Proposal (RFP), development of RFP timeline, evaluation of proposals, and the development and execution of contract with successful proposer. Update tools and processes as necessary to maintain compliance with Federal and State procurement requirements. * Manage RFP software. * Assure that all contracts meet local, state, and federal requirements (or the requirements of the grant if privately funded). * Complete the annual Risk Assessment. * Arrange for the procurement of goods and services related to any funds that are awarded to the Board according to guidelines established in the award process. * Coordinate the development of yearly program specific performance. * Develop and execute contract amendments as appropriate. * Development and maintenance of One-Stop Memorandum of Understanding. * Attend One-Stop partner meetings as appropriate. * Coordinate Incumbent Worker and Apprenticeship programs. * Manage the Eligible Training Provider List (ETPL) including the review and approval of applications in accordance with State and Local policies. * Manage the annual High Priority Occupation (HPO) list and petition process. Collaborate regionally to ensure strategically sensitive HPO’s are represented.   *Equal Opportunity Officer*   * Ensures compliance by all organizations receiving Workforce Innovation & Opportunity Act (WIOA) funds to the Equal Opportunity provisions of WIOA through site evaluations and desk review of processes and procedures. * Responsible for investigating, with direction from the Office of Equal Opportunity, equal opportunity complaints associated with WIOA funding. * Coordinates the completion and submission of OEO reports and monitoring requests.   *Strategic Planning*   * As part of a team assist in the development and writing of the Local Plan. * Assist in the development of new programs by conducting research of best practices and current trends in service delivery. * Respond to discretionary grant opportunities as part of a team or as the lead as assigned. * Develop a thorough understanding of all Federal and Commonwealth regulations and policy associated with funding streams impacting the Board.   *Staffing of Board Committees*   * Provides assistance and direction as necessary to ensure committee provides value to the Board as a whole. Records and distribute committee minutes. Maintains committee membership lists.   *Outreach Coordination*   * Coordinates all community outreach activities for the Board. * Manages and updates the WDB website and social media platforms. * Arranges and/or coordinates opportunities for public appearances, presentations, exhibits, and information fairs to increase awareness of the WDB and its priorities.   *Physical Demands*   * While performing the duties of this position, the employee is frequently required to walk, sit, and talk or hear. Occasionally, employee will be required to climb stairs and drive to and from locations. On rare occasions, employee will need to bend or twist at the waist; reach or work with arms above shoulder height; kneel, stoop, crouch or squat; push items; and lift or carry up to 50 pounds for a distance of approximately 100 feet.   There are no special vision requirements listed for this position.  *Other Responsibilities*   * Represent local interests on assigned statewide committees and workgroups. * Participates in collaborative problem solving with peers and individual professional development on the statewide Technical Work Groups of the PA Workforce Development Association (PWDA). * Perform other duties as assigned. |
| **EDUCATION/CERTIFICATION & RELATED WORK EXPERIENCE** |
| * BA in Business Administration, Contract Administration or similar preferred, or * Four-year combination of college education and progressive, comparable experience in human service and management fields. |
| **SKILLS & KNOWLEDGE** |
| * Personal qualities of integrity, credibility, and commitment to LCWDB’s mission. A hands-on strategic thinker who works well independently and within a team. * Strong interpersonal and communication skills; experience in effectively communicating key strategic directives including presentations to senior management, board, or other outside partners. * Perform multiple tasks, often with short notice. * Adhere to unexpected deadlines and short turn-around times. * Establish and maintain an effective, professional working relationship with internal and external customers, despite potentially stressful situations. * Communicate information effectively in writing as appropriate for the needs of the audience. * Manage one’s own time and the time of others. * Extensive knowledge of applicable Workforce System Policies (WSP), and regulations. (learned) * Extensive knowledge of the CareerLink, its partners and services. (learned) * Extensive knowledge of the WDB strategic plan and its priorities. (learned) |
| **Benefits Overview** |
| * 401 (k) * Health, dental, vision insurances * Paid Time Off * Ability to (as appropriate) work remotely |

***Statement of Commitment to Culture***

Lancaster County Workforce Development Board is committed to provide and maintain a culture of accountability in all areas of work performed by each employee.

***Definition of Accountability***

Accountability is the expectation to carry forward a responsibility to a successful conclusion. With accountability comes the authority to decide, direct and take necessary action to ensure success, and the obligation to report, explain and be answerable for the results and/or consequences.

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Employee Name (please print) Date

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Employee Signature

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Supervisor Signature Date

***Equal Employment Opportunity***

LCWDB provides equal employment opportunities to all qualified individuals without regard to race, gender, disability, ethnicity, religion, sexual orientation, national origin, age, citizenship, veteran status, or genetic information.

***Americans with Disabilities Act***

Applicants as well as employees who are or become disabled must be able to perform the essential duties and responsibilities either unaided or with reasonable accommodation. The agency shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.