

*workforce***CONNECTIONS**

PROJECT DEVELOPMENT MANAGER

Date approved:

FLSA Status: NonExempt

POSITION STATEMENT: To build local workforce development processes/mechanisms that support the growth of the green economy in Southern Nevada; processes that align the Governor's' overall workforce vision, State energy policies and local/regional training activities that lead to meaningful employment in targeted industry sectors within the green economy. To develop working partnerships with other stakeholders in our region that foster and enable raising the green skills of Southern Nevada's workforce.

SUPERVISION EXERCISED: As directed

SUPERVISION RECEIVED: Programs Manager

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

- Oversees one or more projects; assembles project teams, assigns individual responsibilities, develops project schedules and is responsible for determining and acquiring resources needed. Must be familiar with the entire scope and requirements of project(s) and serve as the liaison between team members and management requesting the project(s).
- Develops, implements, and/or modifies training programs essential to the needs of employment in targeted industry sectors. Reports individual progress and identifies additional training needs and will develop new training courses associated with the development and training. Provides internal consulting in training to enhance individual and team performance by creating a climate of continuous learning in support of the green economy workforce sector strategic initiatives.
- Responsibilities include preparation of proposals and grant applications for the project(s), and performance of responsible professional and administrative work in researching, identifying developing and responding to public and private grant opportunities. Responsible for conducting the full range of activities required to prepare, submit, and manage the project(s) grant proposals. Comply with all grants reporting for

the project(s) as required by agency. Track statistics relevant to development and provide department with written materials.

- Develops, and maintains business relationships with existing and potential employers and clients to meet project(s) objectives. Develop and implement strategies to grow the project(s) concept; executing contracts; the client account base and forecasting. Continually evaluates the timely adjustment of marketing strategy and plans to meet changing market and competitive conditions for the project(s). Recommends changes in marketing philosophy and policy; periodically visits key project markets/sources then provides advice and guidance to ensure overall marketing effectiveness.

Case Management

- Requires WIA case management skills including but not limited to: eligibility determination process for services; review process of customer prerequisites for training, including career planning using labor market information; process of Individual Training Account application and non-WIA financial aid; preparation and timely submission of required paperwork; screening and coordination of WIA services with other system partners; coordination of training and placement activities; and delivery of supportive and follow-up services.

Marginal Functions:

- Performs related work as assigned.

Ability to:

- Ability to formulate learning objectives; to create and evaluate project objectives, requirements, and effectiveness of delivery; to assess project needs, and to lead the work of others.
- Ability to gather, assemble, correlate, and analyze facts; to devise solutions to problems; to prepare clear and concise reports. Ability to follow instructions, attention to details and to perform with a high level of accuracy, completeness and legal compliance.
- Ability to implement, interpret rules, regulations and administrative procedures.
- Ability to compose clear and concise written and verbal correspondence.
- Ability to communicate effectively on a professionally level with business community, agency personnel, and the public both orally and in writing.
- Ability to perform multiple tasks and to meet simultaneous deadlines.
- Ability to plan and organize work.
- Ability to exercise sound judgment and discretion.
- Ability to maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
 - *Walking, standing, or sitting for extended periods of time; and*
 - *Operating assigned equipment*
- Ability to maintain effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment*
- Ability to maintain mental capacity which allows the capability of:
 - *Making sound decision;*
 - *Effective interaction and communication with others; and*
 - *Demonstrating intellectual capabilities.*

EDUCATION AND EXPERIENCE

Bachelor's degree in social work, business, public administration, education or a field related to the green economy; and two years of progressively responsible experience managing large scale projects and high performance teams.; or any combination of education, training and experience that demonstrates the ability to perform the duties of the position.

A valid Nevada driver's license and the ability to maintain insurability.

WORKING CONDITIONS:

Environment Condition:

Work in an office environment, travel from site to site; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time.

EEO/AA Employer