

JOB POSTING

Houston-Galveston Area Council seeks the following for an immediate opening:

Position: Chief Workforce Planner Position #: HS10004
Department: Human Services Reports to: Workforce Manager

Summary of Position: Performs highly advanced (senior-level) consultative services and technical assistance work. Work involves planning, developing, coordinating, and implementing a major agency program and providing consultative services and technical assistance to program staff, governmental agencies, community organizations, or the general public. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

Examples of Work:

1. Oversees Texas Back to Work services for the Workforce Solutions system by:
 - Making sure service plans and procedures are in place for the system
 - Working with contractors to implement the plan and procedures successfully
 - Making sure the system complies with grantor rules and requirements
2. Provides technical assistance to workforce contractors about Texas Back to Work
3. Reports to management on implementation issues, program progress and performance
4. Duties may expand to include management of additional projects
5. Works with and speaks to community and professional groups to coordinate, improve, and stimulate interest in the program and to secure support for programs.
6. Consults with public and private agencies involved in the program to resolve problems, identify training needs, and discuss program effectiveness.

MINIMUM REQUIREMENTS

1. At least ten years of progressively responsible work experience in management and/or project management.
2. Graduation from an accredited four-year college or university with major course work in a program related field is required. Masters degree is preferred.
3. Must communicate at a highly professional level orally and in writing.
4. Must be able to communicate project goals and expectations clearly and directly to individuals within, as well as outside, the agency.
5. Excellent organizational and time management skills
6. Must be able to work both individually and as a member of a team.
7. Functional knowledge of Microsoft Office products (Word, Excel, PowerPoint, Access).
8. Knowledge of government organization and administration; and of principles, objectives, and procedures of governmental planning and programming.

SALARY LEVEL: Level 8, Professional IV \$63,197 – \$101,881

APPLICATION PROCESS: Please apply online at www.h-gac.com/careers

Internal candidates should express interest by contacting the Human Resources Department.