



Job Description

Job Title:	Sr. Director, Strategic Policy & Performance	FLSA Status:	Exempt
Department:	Strategic Policy & Performance	Reports to:	Vice President, Strategic Policy & Performance
Effective:	April 12, 2021		

PURPOSE

The Senior Director of Strategic Policy & Performance provides leadership and expertise in the design of CareerSource Florida (CSF), network strategic policy and performance systems. This position provides support and guidance to CSF leadership, the board, councils, committees, workforce partners, and Local Workforce Development Boards (LWDBs) by designing and managing systems supporting ongoing policy development and implementation, developing and deploying strategic initiatives, and conducting research and analysis of systems and factors impacting Florida's workforce system. This position will demonstrate a high degree of proficiency in conducting strategic research, evaluations and analyses, strong writing and speaking skills, and will develop a substantive knowledge of Florida's workforce system along with governing laws and rules. The Senior Director of Strategic Policy & Performance recommends business unit objectives and key results, providing staff oversight, coaching and performance evaluations.

DUTIES AND RESPONSIBILITIES

- Supports CSF leadership, board, councils, committees and LWDBs, building effective working relationships and serving as an advocate for CSF programs and policies.
 - Ensures communication and administrative coordination of board councils and committees including but not limited to the Strategic Policy and Performance Council; facilitates internal and external professional meetings as needed.
 - Communicates with strategic partners and key stakeholder groups to share and learn information and factors impacting Florida's workforce network.
 - Provides information and assistance to key governmental entities such as the Office of the Governor, the Florida Legislature, and the federal Department of Labor.
 - Researches and defines strategic policy objectives and desired policy outcomes.
 - Ensures the effective management of CSF policy development; directs the strategic policy framework process, providing consultation, leadership and support on policy development and execution; provides feedback on administrative policies designed to support CSF strategic policies.
 - Develops and implements strategic performance initiatives and objectives; recommends performance outcomes and provides guidance for performance systems integration.
 - Conducts strategic policy research and needs analysis, providing recommendations and identifying best practices in workforce systems.
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- Designs qualitative and quantitative market research instruments; designs custom analytics for performance and strategy development including ad hoc analyses as needed.
- Writes and participates in the development and review of reports on strategy development, performance, and policy; presents results of key research reports.
- Develops and deploys strategic plans; directs the strategic planning process.
- Develops and implements the Workforce Innovation and Opportunity Act (WIOA) plan.
- Provides expertise on the laws and rules impacting the workforce system.
- Defines workforce system performance objectives; recommends workforce metrics to CSF leadership and stakeholders.
- Collaborates with leadership and subject matter experts on strategic reports, analyses, and recommendations.
- Supervises professional staff; provides coaching and performance evaluations; delegates and provides oversight of projects and work assignments.

QUALIFICATIONS AND WORK EXPERIENCE

- A minimum of five years of professional experience in research, performance measurement and evaluation analyses, policy development or program planning with three years of experience leading and supervising staff.
- Excellent written, listening, and verbal communication skills and presentation skills along with a proven ability to lead, develop, and maintain working relationships with diverse teams, internal and external stakeholders.
- Proficient project management skills including project planning, initiating, executing, controlling, and closing.
- Competent with project/portfolio management, statistical measurements, document management systems and Microsoft Office products, including Outlook, Word, Excel, PowerPoint.
- Ability to travel as required.

EDUCATION OR CERTIFICATIONS

- Bachelor's degree in Business, Public Administration or related field from an accredited college or university.
- Master's degree preferred.
- Project Management Professional Certification or similar credential preferred.

PHYSICAL REQUIREMENTS

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

SALARY RANGE \$76,085 - \$99,598 - \$122,687

Submit resumes and letters of interest to hr@careersourceflorida.com by Friday – May 7, 2021.

CareerSource Florida is subject to the Public Records Law, Chapter 119 of the Florida Statutes and the Sunshine Law, Chapter 286 of the Florida Statutes. Applicant submissions could potentially be subjected to public disclosure.

CareerSource Florida is an Equal Opportunity Employer and an E-Verify Employer.
