



# Job Description

<b>Job Title:</b>	Vice President	<b>FLSA Status:</b>	Exempt
<b>Department:</b>	Workforce Program Development	<b>Reports to:</b>	Chief Operating Officer (COO)
<b>Effective:</b>	March 4, 2024		

## PURPOSE

The Vice President (VP) of Workforce Program Development is a CareerSource Florida (CSF) leadership position with oversight of the Workforce Program Development team. With a focus on data-driven decision making, the VP leads the planning, development, implementation, and evaluation of strategic and administrative programs, policies, pilot demonstrations, and other CSF initiatives aligned to state workforce development objectives.

The VP is responsible for providing support and guidance on policy and program interpretation, formation, and implementation to the board of directors, councils and committees, and local workforce development boards (LWDBs), and chief local elected officers (CLEOs). Further, this position supports the Chair of the Credential Review Committee and oversees the functions of the Credentials Review Committee.

The VP drives successful outcomes by fostering collaboration, effectively delegating responsibilities, and ensuring that the Workforce Development team operates efficiently and aligns with the organization's strategic goals.

## DUTIES AND RESPONSIBILITIES

- Provides direct oversight and contributes to organizational success by providing leadership, coaching and support towards the development and professional growth of the Workforce Program Development team.
- Develops strategies and unit objectives and key results in support of the overall organization goals for CareerSource Florida.
- Supports the CSF Board of Directors, serves as lead of the Strategic Policy & Performance Council, Credentials Review Committee and other key councils and committees as required.
- Oversees final approval of meeting agendas, policies, statewide workforce performance analyses and special initiatives in support of the councils and committees.
- Leads the development and implementation of the State Plan in coordination with key partners.

- Designs, implements, and evaluates performance analysis tools for workforce programs such as CLIFF, Letter Grades and other initiatives.
- Facilitates the development and approval of local workforce development board WIOA plans and regional planning area plans.
- Develop, implement, and evaluate the effectiveness of policies, programs as well as training programs for local workforce development boards and chief local elected officials.
- Communicates with strategic partners and key stakeholder groups to share and learn information and factors impacting Florida's workforce network.
- Manages the Credentials Review Committee Master Credential List process ensuring compliance with legislative requirements.
- Provides information and assistance to key governmental entities including the Executive Office of the Governor, Florida Department of Commerce, Florida Department of Education, the Florida Legislature, and the federal Department of Labor.
- Demonstrates sound judgment to ensure that program or project updates, as well as any pertinent information related to CareerSource Florida, are clearly, concisely, and promptly communicated to leadership.
- Acquire and maintain subject-matter expertise on relevant federal workforce programs including but not limited to Workforce Innovation and Opportunity Act (WIOA), Temporary Assistance for Needy Families (TANF), and Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T).
- Provides additional workforce policy and program development, implementation, and evaluation based on network requirements.

#### **QUALIFICATIONS AND WORK EXPERIENCE**

- A minimum of (5) five years of executive level experience managing a workforce development or strategic policy business unit.
- Expert knowledge of the state's workforce development and/or related programs and initiatives including federal programs, credential attainment, the role of postsecondary community/state colleges, career pathways, and economic growth.
- Demonstrated understanding of governmental organizations and processes at the federal, state, and local levels.
- Experience in building and managing high-performing internal and external teams.
- Proficient written and verbal communication skills, including demonstrated and proficient presentation skills.
- Proven ability to develop and maintain working relationships with internal and external stakeholders at local, state, and national levels, investors, C-level global leaders, site selectors and businesses.
- Proven Board/Council development and management of high-level workforce or talent development initiatives.
- Proficient project management skills including project planning, initiating, implementation, and evaluation.
- Proficiency with Microsoft Office products, including Outlook, Word, Excel, PowerPoint, and Project/Portfolio Management tools.
- Ability to travel as required.

#### **EDUCATION OR CERTIFICATIONS**

- Bachelor's degree in a related field or an equivalent combination of credentials, training, and experience.
- Master's degree preferred.

**PHYSICAL REQUIREMENTS**

- Prolonged periods of sitting at a desk and working on a computer.
- Periodic standing, kneeling, and bending.
- Must be able to lift up to 10 pounds at times.

**SALARY RANGE**

**\$95,298 - \$127,659 - \$159,325**

**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.**