



# Job Description

<b>Job Title:</b>	Manager, Workforce Programs	<b>FLSA Status:</b>	Exempt
<b>Department:</b>	Workforce Program Development	<b>Reports to:</b>	VP, Workforce Program Development
<b>Effective:</b>	July 1, 2025		

## PURPOSE

The Manager, Workforce Programs has a statewide role in researching, developing, and implementing strategic workforce programs, projects, and policies. Additionally, the Manager is responsible for monitoring, tracking, and reporting the outcomes of workforce programs and policies. The position supports workforce partners, and local workforce development boards (LWDBs), by being a subject matter expert on Federal and State laws and policies. This work is highly collaborative and requires a close working relationship with the Florida Department of Commerce and other state and local workforce partners. Finally, this position supports the development and implementation of the state's workforce strategic plan.

## DUTIES AND RESPONSIBILITIES

- Support the implementation of statewide workforce programs and policies.
    - Develop policies and procedures
    - Draft Notice of Funding Agreements (NFAs)
    - Coordinate and manage any required training for LWDBs or partner agencies
    - Monitor, track, evaluate, and document performance and outcomes
    - Report outcomes to the Board of Directors and provide any recommended changes
  - Research, analyze, and track developments in Federal and State law and policy related to workforce programs.
  - Review statewide policies and programs to ensure alignment with the state's strategic plan.
  - Leverage program knowledge and industry partnerships to identify barriers to effective delivery of workforce services and develop strategies to remove the barriers.
  - Establish and maintain ongoing industry engagement with state partners such as the Florida Chamber, Florida Makes and Space Florida to advance the mission CareerSource Florida programs.
  - Establish and strengthen partnerships with state, Federal, and local/regional partners.
  - Support planning and execution of the State Workforce Board of Directors meetings and Credentials Review Committee meetings.
  - Support workforce development programs in emerging/assigned industry sectors.
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- Assists in identifying, developing or revising various workforce programs, policies or related project initiatives in alignment with CSF strategies and goals.
  - 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).
  - Assist in the coordination of administrative functions, including scheduling meetings, electronic document repositories, developing meeting minutes and key takeaways, proofing of communications, coordination of travel arrangements, and other related administrative responsibilities.
  - Demonstrate 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.
  - Travel as required.

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

- A minimum of 3 years work experience leading complex programs, projects or business development in a corporate or public sector environment.
- Demonstrated knowledge of the state's workforce development system, and/or related programs.
- Excellent written, listening, and verbal communication and presentation skills along with a proven ability to lead, develop, and maintain partnerships with internal and external stakeholders.
- Proven experience related to the areas workforce development, including federal programs, adult postsecondary credential attainment, community/state colleges and technical schools, career pathways, sector strategies and economic growth.
- Proficiency with Microsoft Office products, including Outlook, Word, Excel, PowerPoint, and Smartsheets as well as customer relationship management tools.
- Ability to employ a data-driven approach to decision-making and program evaluation.

#### **EDUCATION OR CERTIFICATIONS**

- Bachelor's degree in a related field, such as workforce development, education, business, or public administration or an equivalent combination of credentials, training, and experience.
- Master's degree preferred.

#### **PHYSICAL REQUIREMENTS**

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

**SALARY RANGE \$65,010 - \$82,204 - \$99,293**

**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.**

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