

WORKFORCE DEVELOPMENT MANAGER II

Director for the San Mateo County Workforce Investment Board \$7,746 - \$9,682/month

The County of San Mateo Human Services Agency (HSA) currently has an exceptional opportunity for a Workforce Development Manager to join the San Mateo County Workforce Investment Board (SMCWIB). The SMCWIB is responsible for providing planning and oversight for the operation of a comprehensive workforce investment program throughout the County. The SMCWIB is comprised of business, community and workforce development leaders from San Mateo County and provides diverse and expert opinions that help establish the strategic direction for the enterprise.

In this role, you will convene, coordinate, and support the development/improvement of the PeninsulaWorks One-Stop Employment system; provide staff to the Workforce Investment Board and its committees, including coordinating the planning efforts, reporting on outcomes and administering appropriate funds; supervise professional and support staff; ensure effective and integrated workforce development services; and develop, present, monitor and manage program budgets.

The ideal candidate will be an experienced, results-oriented and strategic leader with significant expertise in these areas: supporting the efforts of a volunteer board of directors; resource and budget development; program design, operations and evaluation; developing public/private strategic alliances; and optimizing staff and community resources. Requires knowledge of principles and practices of public administration and program management, including: principles and methods of workforce, economic and community development; laws, codes and regulations governing publicly funded social and community service programs; and community resources and public/private initiatives.

Recruitment Closing Date: January 5, 2011

To view the complete job description, recruitment schedule and instructions on how to apply, visit the San Mateo County website at: www.smcgov.org/hr/jobs. Applications are only accepted online. EOE