

# WORKFORCE DEVELOPMENT MANAGER

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**Job Title:** WORKFORCE DEVELOPMENT MANAGER  
**Reports To:** President/CEO  
**Job Status:** Full Time; Salaried  
**Location:** New Port Richey

## SUMMARY

Incumbent manages the development and implementation of the Pasco Pipeline program and all workforce-related activities, including researching, planning, marketing and facilitating the development of Pasco's talent pipeline. Responsibilities include researching and coordinating strategies to support collaborative county-wide workforce initiatives, including regular interaction with existing businesses, educational institutions and workforce providers as well as compiling and analyzing workforce data and trends to identify opportunities that align the demand and supply of talent in Pasco County. Also responsible for the data collection, development and maintenance of the Pasco Pipeline website (a resource for employers, job seekers and workforce providers).

This position entails the exercise of extensive initiative and independent judgment. Work performance is essentially self-generated and is reviewed through reports, staff meetings and effectiveness of results obtained. Incumbents should be mission-driven with demonstrated passion for the Company's overall mission and vision and be capable of operating effectively in a dynamic, fast-paced and growing non-profit organization.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

The list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all the duties and responsibilities performed by positions in this class.

- Plans, coordinates, organizes, and spearheads the Company and community's efforts to establish a pipeline of talent for new and existing businesses within the county
- Cultivates and maintains quality relationships with existing businesses, including frequent visits and face-to-face interaction
- Serves as a liaison to new and existing businesses, educational institutions and workforce partners
- Initiates the development of the Pasco Pipeline website and subsequently monitors and assesses the relevance, use and success of the website as well as recommend changes to function and utility as needed
- Represents the Company to the public and outside groups, organizations, and agencies; responds to a wide variety of questions, comments, and/or concerns; resolves related complaints
- Manages relationships and engages with the program's advisory council members, which is comprised of local workforce stakeholders
- Coordinates day-to-day operations related to the Company's workforce development efforts; documents the Company's efforts through Goldmine, a client-tracking database
- Manages the development, evaluation and implementation of the Pasco Pipeline program budget, goals, objectives, and activities

- Prepares and maintains a variety of records and reports related to assigned programs, including financial reports that summarize and/or outline incoming and outgoing funds
- Conducts research to identify emerging needs, trends, and gaps related to the changing nature of workforce and economic conditions, labor markets, education and training
- Assists with designing and implementing marketing and outreach materials to ensure public exposure to program offerings
- Helps raise funds from private and public sources for Company
- Performs other duties of a similar nature or level

## **SUPERVISORY RESPONSIBILITIES**

- Student Interns
- Program Volunteers

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Required Knowledge of:

- Workforce and community/human development
- Marketing/salesmanship principles
- Website development and maintenance preferred
- Research & data analytics methods
- Applicable federal, state, and local laws, rules, ordinances, statutes, and regulations
- Public relations principles
- Budget administration principles
- Program coordination principles
- Social media knowledge preferred
- Grant contract administration practices

Ability to:

- Network and cold-call
- Help small businesses solve growth impeding problems by providing advice, consultation, and facilitation of services and expertise from other providers
- Monitor budgets
- Meet deadlines
- Build strong relationships between the business community, stakeholders, local government, and Pasco EDC
- Speak publicly and give presentations
- Interpret complex documents
- Assess the outcomes of program initiatives
- Use a computer and related software; type accurately
- Analyze methods and techniques

- Communicate and use interpersonal skills to interact with coworkers, supervisor, stakeholders, the general public, etc. to sufficiently exchange or convey information and to receive work direction
- Maintain strict confidentiality
- Drive a vehicle

#### **EDUCATION and/or EXPERIENCE**

Bachelor's Degree in business, economics or related field and 3-years related experience or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### **CERTIFICATION**

Must have at the time of hire and be able to maintain a valid Florida driver license. Must have reliable transportation.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions. Travel within the county and region is required. May require working occasional evenings.