

WORKFORCE DEVELOPMENT COORDINATOR

Recruitment #1608-4698-001

List Type Exempt

Requesting Department COMMON COUNCIL - CITY CLERK

Open Date 8/24/2016

Filing Deadline 8/30/2016 11:59:00 PM

HR Analyst Lindsey O'Connor

INTRODUCTION

THIS POSITION IS EXEMPT FROM CIVIL SERVICE

Appointment and continued employment is at the pleasure of the City Clerk

What Milwaukee can offer YOU

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big-city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities and great restaurants.

The City of Milwaukee offers a collaborative, positive work environment where each employee contributes to making the city the best place possible to live and work. The City offers a comprehensive benefits package, including a top rated pension plan, health and dental benefits, paid time off including vacation, 11 holidays and sick leave accrual, and much more.

PURPOSE

The City of Milwaukee is looking for a champion of workforce development and training programs for City residents, including those participating in the City of Milwaukee's Residence Preference Program.

The main purpose of the Workforce Development Coordinator is to connect City residents with programs and services, especially those opportunities leading to employment in the construction industry, and to act as a clearing house for all workforce training and development programs in the city.

ESSENTIAL FUNCTIONS

Community Outreach and Relationship Development

- Create and maintain relationships with private companies and organizations involved with workforce development such as the Milwaukee Area Workforce Investment Board, Milwaukee Area Technical College, UMOS, the State of Wisconsin’s Department of Workforce Development, and others.
- Act as a liaison between local organizations, businesses, representatives of local government and industry, and individuals concerning employment and training opportunities for residents.
- Plan, organize, and participate in outreach events for different populations to promote job training and employment opportunities. Participates in public outreach activities such as job fairs, workshops, and community meetings.

Program Liaison and Referrals

- Refer residents to appropriate community organizations and educational institutions offering job training, apprenticeships, workforce readiness training, career development, and job search assistance.
- Connect residents with public and private entities that provide training and support services to support individuals in completing apprenticeship and training requirements leading to employment in the building and construction industry.
- Create and maintain records of residents referred to agencies; provide follow up with both the referred individuals and agencies.
- Assist employers, contractors and developers in meeting the requirements of the Residents Preference Program. Assists in identifying, recruiting, and certifying residents for the Residents Preference Program.

Communication Development and Forecast Future Opportunities

- Develop a wide range of materials and media to promote training and development opportunities for City residents, including a strong online presence using social media.
- Provide elected officials with a single source of information and referral regarding construction projects in the City that may offer employment, work readiness training, apprenticeships, specialized training, online training, job search assistance, and career development.
- Monitor every major current or proposed development projects being undertaken in the City to identify potential training and employment opportunities for residents.
- Monitor all available training and apprenticeship programs for residents, including barriers to enrollment in these programs and post-completion challenges to employment.

Workforce Development Coordinator (Common Council – City Clerk)

- Collaborate with City departments to support current job training programs and expand such opportunities.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

MINIMUM REQUIREMENTS

1. Bachelor's Degree in business, human resources, public policy, urban studies, or a related field.
2. Two years of professional experience in workforce development, training, community outreach or public relations.

Equivalent combinations of education and experience may be considered.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of workforce development and workforce training programs.
- Knowledge of urban economic and social issues related to employment.
- Knowledge of workforce training regarding special populations such as members of minority groups, veterans, those who have served time in correctional facilities, older workers, women, individuals with disabilities, and others.
- Knowledge of contact management software for the purpose of tracking community contacts.
- Computer skills to create reports, business correspondence and presentations using Microsoft Excel, Word and PowerPoint.
- Interpersonal skills to effectively develop and maintain strong working relationships with diverse individuals internally and externally to the organization.
- Oral communication skills to communicate program expectations to community partners and potential participants.
- Written communication skills to write reports and marketing materials to advertise the program options.
- Project Management skills to ensure timely and accurate completion of projects.
- Ability to learn and use web management software in order to update the council's webpage.
- Ability to create and maintain relationships with members of community organizations, private employers, members of the media, elected officials, and others.
- Ability to work constructively and respectfully with City residents seeking employment or job training.
- Ability to make presentations to community groups of varying sizes using media appropriate for the audience.

Workforce Development Coordinator (Common Council – City Clerk)

- Ability to recruit residents to participate in programs.
- Ability to create a strong online presence using social media.
- Ability to prioritize and accomplish work by the deadlines.

CURRENT SALARY

The starting salary for City of Milwaukee residents is \$51,469 and for non-residents is \$50,206 (Pay Range 2GX). Appointment above the minimum recruitment range is possible based on qualifications and experience.

SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of related education, experience and accomplishments, written tests, interview, or other assessment methods. The Department of Employee Relations and the Common Council reserve the right to call only the most qualified candidates to oral, performance tests or personal interviews. Information from the selection process will be used to make a hiring decision.

NOTE: For current information regarding the status of the City of Milwaukee's residency requirement, please visit the Department of Employee Relations' Website: <http://city.milwaukee.gov/DER>. Please call 414.286.3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.