

City of Delray Beach

Classification Description

Classification Title: **EDUCATION & EXTERNAL OPPORTUNITIES MANAGER**

FLSA Status: **Exempt**

Pay Grade: **118**

General Purpose and Description

This is a professional position responsible for the planning, implementation and coordination of education and workforce initiatives carried out by the City of Delray Beach as well as management and creation and oversight of grant opportunities for and to external partners. Is the primary contact person for education and workforce development activities associated with identified community partners. Acts as a knowledge collector and connector between businesses and entities that proactively affect the output of talent in occupation areas of importance to Delray Beach and Palm Beach County. The selected candidate will report to the City Manager or designee.

Essential Functions and Responsibilities:

The following duties are normal for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Serve as liaison between the City's Education Board, Palm Beach State College, Palm Beach County School District, and the local business community to take a proactive approach to education and workforce issues within the City.
- Work with existing and potential external partners to seek out and manage grant and collaborative opportunities for mutual benefit of the partners and the City.
- Provide staff support for the Education Board by preparing agendas, minutes, and arranging presentations or monthly meetings.
- Oversee and maintain records on grants given to external partners by the City. This shall include ensuring partners are adhering to any parameters, conditions, and/or reporting requirements of approved grant agreements.
- Prepare staff reports and make presentations to the City Commission on education and workforce items as well as other issues related to the position's responsibilities.
- Represent the City during identified business, neighborhood, and community meetings and make presentations as required.
- Annually collect local school data. Analyze and report results, observations and recommendations to the Education Board and City Commission.
- Develop and implement ongoing outreach programs to the business community to identify their workforce needs and to strengthen partnerships with education and training providers based on relevant data.
- Develop, implement, and coordinate the City's Campaign for Grade Level Reading Initiatives in the City of Delray Beach with education providers and community-based organizations.
- Develop and update the City's education information web page.
- Work with City's Economic Development Director to coordinate education and economic development web pages to include workforce development.
- Responsible for the overall coordination and compliance with the City's Comprehensive Plan as it relates to education and workforce related issues.
- Work with outside agencies, non-profit entities, and other external organizations to identify opportunities to further the goals of the City through mutually beneficial partnerships.
- Fosters positive employee relations and employee morale on a City-wide basis.

Minimum Qualifications and Requirements:

Graduation from an accredited four-year college or university with a bachelor's degree in Education, Business Administration, Public Administration, or other related field along with five (5) years' experience

