

City of Delray Beach

Classification Description

Classification Title: **EDUCATION & WORKFORCE DEV. COORDINATOR**

FLSA Status: **Exempt**

Pay Grade: **114**

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. The staff person serves as the liaison to the City's Education Advisory Board; and 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.
- Provide staff support for the Education Board by preparing agendas, minutes, and arranging presentations or monthly meetings.
- Prepare staff reports and presentations at City Commission Meetings for both education and workforce related items.
- 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.
- 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 in education, and/or workforce development. Experience in local government preferred. Knowledge and/or experience working with local government in public administration and/or management. Knowledge of data collection, analysis, and interpretation. Ability to work with the supervisory professional staff. Ability to communicate effectively in writing and orally. Ability to speak in public and make effective presentations. Ability to conceptualize, develop task definitions, create workable action plans and direct resources to resolve a problem or achieve an objective. High skill level in written communications and in organization

matters. Ability to manage and prioritize routine, specialized and complex assignments and problems utilizing knowledge acquired through prior education, training, and experience. Ability to adapt to an evolving and continually improving environment. Requires demonstrated ability to utilize personal computer and office software such as MS Word, MS Excel and electronic mail. Ability to sit at a desk and view a display screen for extended periods of time.

The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriately groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful and courteous manner when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues.

A comparable combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position, may be substituted for the minimum qualifications.

Physical Demands/Work Environment:

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. The work environment characteristics described 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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel, or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 lbs. Specific vision abilities required by this job include close vision and the ability to adjust focus. Work inside in an office environment and community facility.

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job change. By signing below, I am indicating I have read and concur with the above description of my job.

Approved: _____
Employee name Employee signature Date

Approved: _____
Supervisor or HR name Supervisor or HR signature Date