



WORKFORCE PARTNERSHIP ADMINISTRATOR

DEFINITION

Under general direction, performs advanced program planning, development, implementation, and evaluation related to workforce development initiatives, with a focus on regional strategic alignment, inter-agency collaboration, and compliance with relevant federal, state, and local policies. This position leads initiatives to support workforce equity, economic recovery, and the alignment of regional goals, ensuring effective partnerships across diverse stakeholders.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management personnel. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is an administrator classification responsible for planning, organizing, managing, and evaluating the operations and activities of the Port's Workforce Partnership program. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include program evaluation and recommendation, and implementation of policies, procedures, goals, objectives, priorities, and standards related to Workforce Partnership programs. Performance of the work requires the use of independence, initiative, and discretion within broad guidelines. Employees serve as a specialist, liaison, and advocate for the program, with regular contact and interactions with Port senior and executive management, other public agencies, public and private community organizations, regulatory and governmental agencies, and members of the public.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Plans, organizes, controls, integrates, evaluates, and participates in the work of staff performing a variety of professional, responsible, and technical workforce development duties and responsibilities in support of the People Services Department; coordinates the development of work programs, plans, processes, systems, and procedures to achieve Port and departmental goals.
- Leads strategic workforce development initiatives, including program planning and evaluation, stakeholder collaboration, and alignment with local, state, and federal policies. Oversees research, policy analysis, grant development, and labor market evaluations to support workforce strategies. Builds partnerships with internal and external stakeholders to promote regional collaboration and ensure effective program delivery.
- Plans, conducts, and analyzes large and complex personnel assignments and projects; develops, recommends, and implements improvements to programs, policies, rules, and regulations.

- Creates and presents a variety of technical and analytical reports for various stakeholders; plans and conducts special projects, events, trainings, and meetings on behalf of the Port and department.
- Provides complex and responsible technical, analytical, and administrative support and coaching to management and staff in areas of expertise; performs needs assessments and participates in strategic workforce planning, leadership development, and survey design and implementation.
- Leads strategic planning efforts to ensure alignment with applicable local, regional, and state workforce and economic development plans.
- Builds partnerships with internal and external stakeholders to promote collaboration within the workforce development system and across economic regions.
- Coordinates planning activities to support regional initiatives, including events and convenings designed to enhance regional collaboration and economic recovery.
- Manages contracts and grants that support strategic workforce and economic development initiatives.
- Coordinates responses to audits, reporting requirements, and data requests for regional and state programs.
- Conducts research and analysis of workforce development policies and legislation at the local, state, and federal levels.
- Oversees projects and supports programs related to workforce strategies, ensuring alignment with organizational objectives.
- Provides support for advisory boards, committees, and other policy bodies, including preparing materials, setting agendas, and coordinating quarterly convenings.
- Represents the organization at public meetings, community engagement events, and regional or inter-agency meetings as needed.
- Assists with procurement processes, program planning, and evaluation efforts in collaboration with leadership and subject matter experts.
- Partners with workforce and economic development stakeholders to promote effective program design and implementation.
- Tracks development opportunities, including state, federal, and philanthropic funding sources, to support strategic initiatives.
- Coordinates the preparation of grant proposals, including drafting content and assembling supplemental materials such as budgets and work plans.
- Conducts detailed research and analysis on workforce development trends, policies, and practices using both qualitative and quantitative methods.
- Tracks and interprets workforce legislation to support organizational policy positions and decision-making.
- Prepares reports, policy papers, and memoranda to inform senior leadership and guide program direction.
- Supports interdepartmental and regional coordination efforts to advance employment equity and workforce alignment goals.
- Participates in policy and planning initiatives to address organizational priorities and regional workforce challenges.

- Performs other duties as assigned to support the mission and goals of the department.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in assigned human resources areas; participates in professional development activities; researches emerging products and enhancements and their applicability to Port needs.
- Performs a variety of special research, studies, and analysis projects as assigned.
- Performs assigned disaster service worker responsibilities, as directed.
- Observes and complies with all Port and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and policies of workforce and economic development, including program planning, evaluation, and stakeholder engagement.
- Federal, State, and Local workforce laws and policies, including the Workforce Innovation and Opportunity Act (WIOA), Equal Employment Opportunity Commission (EEOC), and relevant State programs.
- Community development practices, including working with economically vulnerable populations and disinvested communities.
- Effective meeting facilitation, stakeholder collaboration, and project management methodologies.
- Data analysis and evaluation techniques, including survey design, data visualization, and preparation of comprehensive reports.
- Governance principles, including the Brown Act, Sunshine Ordinance, and Good Government practices.
- Local government structures and interagency collaboration strategies.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Methods and techniques involved in conducting analytical studies of administrative and management practices, methods, and procedures.
- Research, data collection and analysis, and methods of report preparation and presentation.
- Mathematical principles and practices.
- Public speaking principles and practices.
- Methods and techniques of developing technical and administrative reports, and business correspondence.
- Port and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Port staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Develop and implement workforce development strategies aligned with local, state, and federal policies.
- Build and maintain effective relationships with diverse stakeholders, including community organizations, government officials, employers, and labor groups.
- Facilitate collaborative meetings, working groups, and public forums effectively.
- Analyze complex data and draw actionable insights to inform policy and program decisions.
- Communicate complex ideas clearly and concisely, both verbally and in writing, to diverse audiences.
- Lead and manage multiple projects simultaneously, ensuring timely completion and adherence to compliance standards.
- Adapt to changing priorities and navigate ambiguity in dynamic work environments.
- Demonstrate cultural sensitivity and work effectively with individuals from diverse and underserved communities.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Research, evaluate, understand, interpret, and apply programs, policies, procedures, and guidelines, and develop sound recommendations.
- Effectively represent the department and the Port in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Prepare clear and concise reports, presentations, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Effectively provide staff leadership and work direction.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Possession of a baccalaureate degree from an accredited college or university with a major in one of the following fields: public or business administration, urban planning, government, social work, education, finance or criminal justice or a related field.

Experience:

- Five (5) years of increasingly responsible experience in the administrative/professional experience in community development, housing and/or housing development, workforce development, finance, education, social work, children/youth work, or criminal justice.

Licenses and Certifications:

- Certain assignments may require a valid driver's license and the ability to maintain insurability under the District's vehicle insurance program.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various Port sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.