



South Central

COUNCIL OF GOVERNMENTS

JOB ANNOUNCEMENT

Workforce Innovation and Opportunity Act (WIOA) Administrator

SOUTH CENTRAL COUNCIL OF GOVERNMENTS

GENERAL DESCRIPTION

Under the direction of the Executive Director, the WIOA Administrator performs highly responsible administrative support to the Southwestern Area Workforce Development Board and the region's Chief Elected Officials. Work involves leading the development of the four-year workforce plan that will be implemented through the local one-stop system. Work also involves developing plans as required by the State and developing local policy as required by the Workforce Innovation and Opportunity Act, state, and local requirements. The Administrator will exercise direct supervision over a staff of professional personnel. Work is performed within established guidelines and is reviewed through periodic meetings and written reports. Performs other work as requested.

ESSENTIAL FUNCTIONS

- Plan, direct, and oversee the work of staff engaged in the daily activities and operations of the WIOA program for the region
- Assume management responsibility and represent the Local Workforce Board and Chief Elected Officials on WIOA matters
- Serve as liaison to federal, state, & local entities; various boards, groups and communities; and economic development organizations
- Ensure compliance with regulations on all WIOA expenditures and activities
- Negotiate agreements
- Prepare reports and make presentations
- Attend, participate, and present at professional meetings
- Work in coordination with the NM Department of Workforce Solutions

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of federal guidelines for workforce development programs. Knowledge of the principles, practices, and techniques used in workforce development programs. Knowledge of basic management principles, practices, and procedures. Knowledge of the techniques and methods used in report and narrative preparation. Knowledge of basic mathematics and statistics used to compile and analyze data. Ability to develop and manage a budget. Ability to supervise and lead a staff of professional, technical, and clerical personnel. Ability to establish and maintain effective working relationships with partners, agency heads and other city officials, employers, service providers, and the general public. Ability to express ideas clearly and concisely, both orally and in writing.

DESIRABLE QUALIFICATIONS

EDUCATIONAL AND EXPERIENCE

Bachelor's degree in business administration or public administration, psychology, counseling, sociology, or a related field; and five years of responsible experience involving program monitoring and management. Relevant experience may be substituted for each year of desired education.

CERTIFICATES, LICENSES, AND OTHER ITEMS REQUIRED

- Valid passenger vehicle driver's license
- Background check and drug screening

COMPENSATION OFFERED & GENERAL INFORMATION

Starting Salary Range: \$55,000 - \$75,000 Annually DOE
Health Benefits: State of NM Health Insurance: Health, Vision, Dental & Life
Retirement Benefits: State of NM PERA Retirement
Leave: Annual, Sick, and Holiday
Status: Full-time (six-month probationary period)
FLSA: Exempt
Supervisor: Executive Director
Work Location: Primary: Las Cruces, NM
Secondary: Elephant Butte, NM

Reply to/Deadline for Applications:

APPLICATION REQUIREMENTS

Email a cover letter and a résumé including the names, addresses, e-mails, & telephone numbers of three references:

Email cover letter and résumé to:

jarmijo@sccog-nm.com in Microsoft Word or PDF format

Address for cover letter purposes only:

Mr. Jay Armijo, Executive Director
South Central Council of
Governments
P.O. Box 1072
Elephant Butte, NM 87935

DEADLINE FOR RESUMES TO BE RECEIVED:

5:00 p.m., Thursday, September 9, 2021

SOUTH CENTRAL COUNCIL OF GOVERNMENTS IS AN EQUAL OPPORTUNITY EMPLOYER

Offer of employment is contingent upon verification of individual's eligibility for employment in the United States, passing a background check and drug test.