

Director of Strategic Planning Job Description

Job Summary: Provides advanced work in the areas of Strategic Planning, Labor Market Research, and Continuous Program Improvement. Serves as Procurement Officer, Grants Administrator and Training Provider Certification System (TPCS) Coordinator.

Essential Job Functions:

- ❑ Develops and writes:
 - Strategic and Operational Plans for the South Plains Workforce Development Area
 - Requests for Proposals
 - Grant Proposals
 - Memoranda of Understanding for the Board and partner agencies
- ❑ Prepare and Present Plan Recommendations
- ❑ Prepare and analyze a Variety of Technical Reports, Statements and Correspondence
- ❑ Maintain and Update Regional Labor Market Information
- ❑ Implement Continuous Improvement Efforts for Workforce Development Programs
- ❑ Procure Board services and equipment.
- ❑ Coordinate TPCS program activities.
- ❑ Administer Grant Programs
- ❑ Serve as the Board's Labor Market Information Specialist

Other Responsibilities

- ❑ Amendments to Strategic or Operational Plans
- ❑ Assist with the Review and Approval of Service Provider Proposals
- ❑ Assist with Contract Evaluation
- ❑ Provide Technical Support to potential bidders and Contractors on procurement policies, procedures, rules and regulations.
- ❑ Other job assignments as required

Qualifications:

- ❑ Bachelor's Degree in Communications, Journalism, Business, Public Administration, or related field
- ❑ Knowledge of Grant Preparation
- ❑ Background in Economic Development
- ❑ Knowledge of Workforce Development Program Planning
- ❑ Excellent writing abilities, computer skills, and a background in technical writing preferred
- ❑ Ability to work independently with great latitude for independent judgment
- ❑ Ability to present information and respond to inquiries from individuals or groups
- ❑ Ability to define problems, collect data, establish facts, and draw valid conclusions
- ❑ Ability to read, analyze and interpret government regulations

- ☐ Knowledge of regional labor market
- ☐ Ability to meet tight deadlines

Physical Demands:

- ☐ Regularly required to sit walk, or stand for extended periods of time
- ☐ On occasion, may be required to lift/move/push or pull up to 25 lbs.

Work Environment

Must Possess Ability to:

- ☐ Drive long distances within the South Plains Region
- ☐ Work effectively in an office environment
- ☐ Adapt to flexible work schedules as established by management

Travel Requirements:

Must Possess Ability to:

- ☐ Travel frequently, by air, for activities, such as meetings with customers, other agencies, or job training
- ☐ Provide reliable self-transportation for regional travel and maintain a valid Texas driver's license or permit of appropriate classification and endorsement as required. Must agree to maintain a satisfactory MVR and minimum requirement of insurability required by law. MVR background checks may be conducted by the agency.

Open until February 3, 2023

Information available at www.workintexas.com, Job Order #15771495

To apply: email resume and cover letter to rocky.brown@spworkforce.org

Executive Director Approval and Date

Employee Signature and Date

Supervisor Title: Executive Director

Grade/ Salary: _____

Exempt: yes no