



King County

Invites Applications for the Position of:

Communities of Opportunity Employment Manager/PPM III

Apply online at <http://www.kingcounty.gov/jobs>

King County is committed to equity and diversity in the workplace. In addition, the county is committed to recruiting and maintaining a quality workforce that shares our guiding principles: collaborative, service-oriented, results-focused, accountable, innovative, professional and fair and just.

OPENING DATE/TIME: 04/18/18 12:00 AM (GMT -8:00)

CLOSING DATE/TIME: 05/01/18 11:59 PM (GMT -8:00)

SALARY: \$80,412.80 - \$101,920.00 Annually

LOCATION: Chinook Building - 401 5th Ave, Seattle

JOB TYPE: Career Service, Full Time, 40 hrs/week

DIVISION: Department of Community & Human Services

JOB NUMBER: 2018SC8028

SUMMARY:

The Department of Community and Human Services (DCHS) provides equitable opportunities for people to be healthy, happy, self-reliant and connected to community.

We seek a strong leader with the proven ability to bring diverse partners together to improve the economic prosperity for residents and their communities through creating access to workforce opportunities. Communities of Opportunity (COO) is a community driven initiative founded by King County and the Seattle Foundation whose goal is to create greater racial, economic, and health equity for all King County residents. We work in partnership with specific King County communities with the most disparate economic health, incomes, housing, and well-being.

As part of the initiative, the incumbent will work closely with selected COO stakeholders and with the WorkSource System to design and implement strategies that increase access to education and employment and link residents with opportunities to elevate incomes and assets, increase their financial stability and well-being, and reach the goal of greater economic equity. The position will also develop strategies and seek opportunities with community partners to support the entrepreneurs and small businesses in their community so that they can remain in place or start-up, grow, and thrive. This position will build bridges between the community and the WorkSource system for youth and adult job seekers, as well as the business and employer community.

WHO MAY APPLY: This position is open to all qualified applicants who meet the minimum requirements. DCHS values diverse perspectives and life experiences and encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, veterans and those with lived experiences.

WORK SCHEDULE: This position is scheduled to work 40 hours per week and is not overtime eligible (exempt position). The work week is normally Monday through Friday, 8 a.m. - 5 p.m.

REQUIRED MATERIALS: Candidates who wish to be considered for this position must submit an online King County application and respond to the supplemental questions.

RECRUITER: Sue Churchill, Susan.Churchill@kingcounty.gov

JOB DUTIES:

- Work with key stakeholders to develop a shared vision, outcome measures and principles of practice to increase workforce and economic opportunity in the Communities of Opportunity;
- Create a sustainable employment and education (E&E) model to assure that businesses, employers and job seekers in COO communities have information, services and access to the economic and workforce opportunities;
- Collaborate with the community to design and implement a system to regularly seek feedback from the community on how best to integrate and deliver E&E services;
- Design and deliver E&E services within the COO, as needed, and link the broader WorkSource partnership to COO to assure broader system access;
- Partner with key stakeholders and community members to remove barriers and increase job seeker access to employment and education opportunities;
- Collaborate with employers and businesses to develop internships, apprenticeships, and other creative options for residents;
- Integrate the Seattle King County Community and Technical College offerings into the overall broad economic development strategy to assure those educational resources are available and accessible to residents in the COO communities;
- Work closely with the Seattle-King County WorkSource Operator team to link their work to COO communities and reduce redundancy in services;
- Provide technical assistance to local community organizations and residents to access these resources;
- Collaborate with the Seattle King County WorkSource Business Team to align their services to enhance business and employment opportunities in COO communities in order to enhance their economic opportunities; facilitate hiring events in partnership with the WorkSource Business team;
- Develop economic development strategies, including working with COO stakeholders, to support local entrepreneurs and small businesses within the COO communities;
- Negotiate and manage contracts and service agreements to assure compliance and achievement of program requirements and employment outcomes.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

1. Knowledge of equity and social justice principles and practices, and understanding of the effects of place, race, and policy & systems-based inequities on marginalized communities and populations.

2. Bachelor's degree and/or equivalent education and experience. A minimum of 4 years of experience working in the workforce development field.
3. Experience convening diverse community partners to gain commitments, and operationalize those commitments, including implementing services and meeting outcomes.
4. Demonstrated experience in gathering, maintaining, and analyzing data for reporting and continuous quality improvement.
5. Demonstrated knowledge of the Workforce Innovation and Opportunity Act (WIOA).
6. Demonstrated experience in leading the integration of workforce partners with the goal of a seamless customer experience for services delivered.
7. Demonstrated ability to successfully partner with multi-agency staff and teams including working within political environments and a strong political acumen in dealing with highly political situations.
8. Knowledge and demonstrated skills in contract negotiation, program implementation, and program management.
9. Strong formal written ability, including ability to write a variety of documents for various audiences.
10. Excellent oral communication and listening skills.
11. Desired Qualifications:
 1. In depth knowledge and experience working with the Seattle King County WorkSource system.
 2. In depth knowledge and experience working with the Seattle King County Community and Technical College System.
 3. Specific knowledge of the Communities of Opportunities initiative.