



System Manager NY1418214 Chemung, Schuyler, Steuben

Job Description: The System Manager is responsible for the overall strategic operation of the Bath, Elmira, Montour Falls, & Hornell Career Centers; operation, staff, and programs. The System Manager must ensure each center attains measurable outcomes that align with contractual obligations and enhances the programs and services of the employment and training system. Evaluates and reports the real impact of the program initiatives that result in the infusion of continuous improvement methodologies for the benefit of the customer.

Essential Duties and Responsibilities:

- Works with senior staff to create operational goals for the Career Centers.
- Sets objectives for staff, supervises, and evaluates job performance.
- Oversees system design, policies, and implementation.
- Designs, develops, implements, and coordinates collaborative programs and new workforce development projects.
- Provides technical assistance and training to staff, subcontractors and collaborating agencies.
- Works with representatives from Federal, State, and local agencies to develop and coordinate collaborative programs.
- Develops community contacts, planning groups and collaborators to assist in the design, development, and implementation of Career programs.
- Works closely with system partners to align programs to create a seamless system of service delivery.
- Coordinates business outreach strategies to increase industry participation in the workforce development system.
- Expands the network of partners and assists in the development of access points for service in the community.
- Interprets laws and regulations and evaluates programs for compliance.
- Must be able to assist at the other Career Centers for coverage and/or for training purposes. (Career Center locations are in Bath, Elmira, Montour Falls, and Hornell)
- Other duties may be assigned.

Supervisory Responsibilities:

- Responsible for general administrative or executive supervision of Career Center activity. Oversees the staff of the career centers and monitors

partner involvement. May review expenditures, budget, and costs for the Centers.

Qualifications:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Highly innovative, enthusiastic individual with keen problem-solving aptitude.
- Experience in career services, job training, and related services.
- Ability to present information to various stakeholders, orally and in written form.
- Understanding of related Federal, State, and Local Statutes, Regulations, and Policies.
- Ability to work with and support a diverse customer base.
- Ability to motivate, and support staff.
- Commitment to assisting low income and disadvantaged individuals in overcoming barriers to achievement and success in their personal and work lives.
- Excellent verbal, presentation, and written communication skills.

Education and/or Experience:

- Bachelor's degree in Business, Public Administration or Human Services; masters preferred.
- Four to ten years of related experience and/or training: or equivalent or a combination of education and experience.

Computer Skills:

- The ability to understand more advanced computer skills and be proficient in the intermediate knowledge of software such as Microsoft Word and Excel.
- Other Skills and Abilities; Multilingual preferred.
- Other - Funding for this position is from a federal and/or state source and may require proof of vaccination or weekly testing.

Apply via email: mmcarthy@workplace.org website: www.workplace.org