

**City of Lowell**  
**Job Description**  
**Please Post ~ January 30, 2014**  
**Deadline ~ February 13, 2014**  
**Career Center of Lowell/  
Greater Lowell Workforce Investment Board**  
**Senior Program Manager**

**Job Title:** Senior Program Manager (1100-DH05, 1981)  
**Department:** Career Center/Greater Lowell Workforce Investment Board  
**Reports To:** Director of the Greater Lowell Workforce Investment Board  
**Union:** Non-Union/Ordinance  
**Salary:** \$52,253.76 (min) to \$61,306.44 (max) per City Ordinance  
**Schedule:** Minimum of 35 weekday/workweek hours with some additional early morning and night work

**SUMMARY**

Supports the Greater Lowell WIB Board in its mission, goals and strategic planning. Liaison with the Career Center of Lowell and other partner agencies. Responsible to assist with research and preparation of grant applications and other initiatives. Assist with marketing activities including general design and maintenance of the GLWIB website. Promote the WIB and Career Center through local and State channels utilizing a variety of tools including social media. Assist the WIB Director in planning and conducting all WIB meetings and events; responsible for logistics, preparation of meeting materials, including agendas and minutes. Represent the WIB Director at various meetings as requested.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Assist the WIB Director in all aspects of achieving the WIB mission, goals and objectives.
- Design, develop, implement and oversee workforce development projects. Pursue grants and other funding opportunities for workforce development activities. Be the lead organizer with business, education and other community partners in creating industry sector initiatives including grant opportunities.
- Promote/Connect employers with public/private programs such as the Workforce Training Fund and other State, Federal and local initiatives. Review Workforce Training Fund applications as requested, provide commentary.
- Assist in the recruitment and promotion of membership to the Board in concert with the Lead Elected Official as authorized by the Chair and/or Board.
- Assist in the development and implementation of 5-year WIB strategic plan for approval by the WIB.
- Assist in the development of the Career Center of Lowell Charter for approval by the WIB.
- Recommend/Identify eligible providers of training.
- Work with the GLWIB Youth Council and youth providers.
- Review and analyze economic developments, labor market trends, population and target group shifts and projections.

- Design, develop, implement and oversee workforce development projects. Pursue grants and other funding opportunities for workforce development activities.
- Represent the Board and its interests at all local/state and federal meetings or special interest events at various locations in Massachusetts; this will include giving public presentations at these meetings/events.
- Attendance required at early morning and early evening meetings as necessary.
- Other duties as assigned or as necessary.

### **COST ALLOCATION CLASSIFICATION**

The person occupying this position must document and be able to support appropriate allocation of their time. The guidelines to be followed shall be the allocation plan of the City of Lowell/Greater Lowell Workforce Investment Board. This position is funded through the administrative allocations of all agency State and Federal Grant funding sources.

### **QUALIFICATIONS**

Demonstrated ability to plan, organize, direct and review program objectives and interpret federal, state and local law, policy and procedures related to the Workforce Investment Act. Strong oral communication and writing skills, which includes the ability to effectively develop/write content for plans, reports, minutes and presentations. Ability to analyze, interpret and communicate/present statistical information including labor market data. Experience in grant and contract management.

### **EDUCATION and/or EXPERIENCE**

Bachelor's Degree from four year accredited College or University in the areas of Marketing, Communications, or Business and/or five years' experience in the administration of employment training and workforce development. Formal project management training highly desired. Public speaking and presentation experience required.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write grants, reports, business correspondence and narrative for WIB performance plans and certification processes. Ability to effectively present information and respond to questions from business groups, state, federal and local partners, managers, clients, customers, and the general public.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rates, ratios, and percentages based on established guidelines published by the State and/or Federal government.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of information and instructions furnished in written, oral diagram, or graphic form.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess a valid driver's license.

### **OTHER SKILLS & ABILITIES**

Strong work ethic. Ability to develop and maintain effective working relationships with others. Ability to plan, schedule and execute assigned tasks. Knowledge of labor market and economic conditions and trends; working knowledge of marketing tools and techniques. Ability to establish and expand business partnerships. Ability to manage projects and prioritize tasks and assignments. Effective time management and organization skills; ability to work successfully within a team environment and/or independently as necessary. Effective reasoning, issue identification, creative thinking and problem-solving skills.

Demonstrated proficiency in MS Office including Word, Excel and Powerpoint, use of social media and other computer applications. Writing samples will be required.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee frequently is required to sit. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer and requires physical with drug screen, and CORI post offer.

***Qualified/interested applicants send application/resume to the Human Relations Office, Room 19 City Hall, Lowell, MA 01852 by 4:00 pm on: Deadline ~February 13, 2014. Applicants may also fax application and/or resume to 978-446-7102 or email to [cityjobs@lowellma.gov](mailto:cityjobs@lowellma.gov)***

**EOE/AA/504 Employer**