



# District of Columbia Housing Authority

## Vacancy Announcement

*Central Office*

### ANNOUNCEMENT #19-06(A)

(This announcement amends area of consideration and opening and closing dates)

<b>Title: Manager, Workforce Development Initiative</b>	<b>Department: Office of Resident Services</b>
<b>Grade: DS-0301-14</b>	<b>Salary Range: \$102,069 pa - \$133,178 pa</b>
<b>Opening Date: 11-15-18</b>	<b>Closing Date: Open until filled</b>
<b>Area of Consideration: DCHA Employees and the General Public</b>	

#### Duties and Responsibilities:

- Re-designs and ensures implementation of a Workforce Development Initiative that serves public housing, HCVP participants, and other applicable low income individuals. The Workforce Development Initiative includes general job readiness and life skills training, occupational training, job placement and retention activities, as well as an entrepreneurship component.
- Recommends and oversees new programmatic components and procedures which will contribute to the effectiveness and sustainability of the Workforce Development Initiative.
- Manages all aspects of operations at the Family Enhancement & Career Center as a hub of the Workforce Development Initiative, as well as ensures an effective mobile or on-site programmatic component for applicable DCHA properties either through working with on-site service providers or deployment of staff on a rotational basis.
- Manages the Training Specialist, Job Developers, Retention Specialist, support staff and volunteers for the Workforce Development Initiative, both those at the Family Enhancement Career Center and those serving remotely.
- Assists the ORS Director with applicable hiring and promoting subordinate employees; evaluates training needs, facilitates relevant staff trainings, and ensures the development and complete annual performance development and appraisal plans; assigns, directs and reviews all work products; manage accountability and departmental performance expectations.
- Provides the ORS Director with valid and reliable information for human resources planning and programmatic enhancements as it relates to the Workforce Development Initiative.
- Develops a network of public and private community partners to effectively facilitate all applicable aspects of the Workforce Development Initiative, including job readiness, occupational training, job placement and retention, etc.
- Works with the ORS Director and other applicable ORS staff to create and oversee a system to facilitate support services directly related to jobs training, employment and small business development.
- Works with consultants and/or the Office of Public Affairs and Communication and Workforce Development staff developing appropriate marketing materials as well as overseeing implementation of an appropriate outreach campaign.
- Provides ORS Director with an annual proposed programmatic budget each year.
- Manages financial resources of the program and any applicable grant funding.
- Ensures timely submission of accurate financial and programmatic reports or other needed documents as required by federal and local agencies.
- Performs other duties as assigned.

#### Qualification Requirements:

Bachelor's Degree from an accredited college or university, and at least (6) six years experience in program and/or project development as it relates to managing innovative workforce development initiatives within public housing and assisted housing communities or other applicable agencies; or other equivalent combination of education and experience which meets the minimum qualifications requirement may be substituted. **(over)**

## **Quality Ranking Factors:**

The following ranking factors will be used in the evaluation process. All applicants must respond to each ranking factor by providing a narrative statement addressing the factors listed below. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you are applying. You may refer to any experience, education, training, etc. that includes the degree to which you possess the job related knowledge, skills and ability described in the ranking factors.

**Note:** *Failure to respond to all ranking factors will eliminate you from consideration.*

**Ranking Factor #1:** Knowledge of policies, procedures, goals, objectives, operation entities, requirements and activities as they apply to the assigned organizational entity in the DCHA.

**Ranking Factor #2:** Expert knowledge and experience in public, private, and/or non-profit programs which relate to economic self-sufficiency, micro and small enterprise development and job readiness training.

**Ranking Factor #3:** Expert knowledge and experience in job placement programs, which bring people into entry-level employment opportunities.

**Ranking Factor #4:** Strong skills in organizational and partnership development.

**Ranking Factor #5:** Proven ability to cultivate productive relationships with clients and stakeholders within all community sectors that will lead to successful program outcomes.

## **Other Significant Factors:**

- This position **is not** in a Collective Bargaining Unit, represented by AFGE Local 2725.
- Applicants who require accommodations or have questions in the application process should contact the Human Resources Department at (202)535-1618.

The District of Columbia Housing Authority (DCHA) conducts pre-employment screening on specified positions, which may include but is not limited to a criminal background check, drug and alcohol testing, verification of academic credentials, licenses, and certifications, and/or verification of work history.

This position has been designated by the department to require a drug and alcohol screening and background check. Finalist(s) for this position will be subject to drug and alcohol testing and will be required to consent to a pre-employment background check as a condition of employment.

***For consideration please submit your application to:***

**Human Resources Department  
1133 North Capitol Street N.E., Room 222  
Washington D.C. 20002  
Fax # (202) 535-1375**

**DCHA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

