



CAREERSOURCE CITRUS LEVY MARION

JOB DESCRIPTION

Job Title: Assistant Director of Career Development	FLSA: Exempt
Department: Program Development	Date Reviewed: 10/2/2025
Primary Location: 14 th Street Career Center	Grade: 110
Reports To: Senior Director of Operations	

General Description

Professional managerial work directing and supporting the program development activities in Region 10. Will supervise the 14th St. Career Development Coaches (CDC), resource room team and mobile resource units. Will work closely with the Senior Director of Operations and Director of Continuous Improvement to be a change agent in implementing new approaches to services and will provide organizational training. Will be an expert on all funding sources and their requirements as they relate to Career Services. Will oversee and ensure implementation and appropriate eligibility for all customer expenditures. Will be the primary level of support for programmatic and career services staff.

Essential Job Functions

- Assists in the development and creation of programmatic policies and forms.
- Supervises the 14th St CDC's and Resource team and assists with team development, individual staff development, staff training and program development.
- Analyzes performance reports and makes necessary improvements as needed to ensure the organization is meeting its goals as negotiated with funding agencies.
- Works with educational providers for application, approval and inclusion on the local and/or statewide Eligible Training Provider List (ETPL).
- Coordinates with the Sr. Director of Operations on all Master Credential List requests from local partners.
- Oversees the Individual Training Accounts (ITA) and supportive service budgets in the purchase order (PO) system and ensure appropriate eligibility. Approves ITA agreements and support payments.
- Reviews all Workforce Innovation and Opportunity Act (WIOA) customer intakes and certifies eligibility for receipt of program services.
- Provides assistance and input during the development of programmatic Requests for Proposals (RFP) and Invitations to Negotiate (ITN) and participates in all proposal reviews.
- Assists in the preparation of the WIOA Workforce Services Plan development and updates and assists in community planning and partnership development and incorporates learned knowledge into the WIOA Plan.

- Will be an expert user of Employ Florida, One Stop Service Tracking (OSST), the PO system, Atlas, Pega Prod and Unite Us and will provide account maintenance and staff support for all issues originating from the systems.
- Will be a key member to provide information for programmatic monitoring and will respond swiftly to requests for information or data.
- Will keep the communications team informed of all activities or training initiatives occurring in the centers.
- Research new approaches and products to provide continuous improvement and market alignment as changes occur within the market.
- Attends training opportunities throughout Florida and sometimes outside of the state for topics dealing with workforce programs and issues that could have an impact on programs in Region 10. Seeks training and information on new and innovative programs that could have a positive effect on operations.
- Assists in compiling information into reports for the State and other funders.
- Coordinates and assists during workforce events.
- Is the liaison to the Career Center committee. Provides updates and reports and works with Committee Chair on prior meeting notes.
- Maintains compliance with all personnel policies and procedures.
- Other duties as assigned

These essential functions are not a complete statement of all duties required. Some marginal functions of the position that are not incidental to the performance of fundamental job duties may be excluded. All duties, responsibilities, and requirements are essential to the job.

Minimum Education and Experience

- Bachelor's degree in Business, Social Science or related field with a minimum of 4 years of experience in the workforce development field, with at least one year in a responsible management capacity, or an equivalent combination of education, experience, or demonstrated competence.
- Documented project management experience a plus.
- Experience in multiple workforce programs, such as WIOA, Welfare Transition (WTP), Wagner Peyser (WP) is necessary.

Knowledge, Abilities, and Skills

- Knowledge of the basic principles of training and building a career plan for varying groups of individuals.
- Expert knowledge of the following programs: Employ Florida, OSST, Atlas, Unite Us, Pega Prod.
- Requires interpersonal skills necessary to partner with internal staff, other workforce regions and program participants.
- Knowledge of workforce program performance indicators.
- Ability to communicate both orally and in writing. Able to present to co-workers and partners with ease.

To perform this job successfully the incumbent(s) will possess the skills, aptitudes and abilities to perform each duty proficiently.

Physical Requirements

- Acceptable vision and hearing with or without correction

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. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

- Works primarily inside an office environment.

Special Requirements

- Valid Florida Driver's License with a clean driving record. Travel is required.
- Subject to drug screening
- Subject to records check
- Must be able to work retail hours

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills, and physical demands required of personnel so classified.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? _____

Signature

Date