

**DISTRICT 4 HUMAN RESOURCES DEVELOPMENT COUNCIL  
JOB DESCRIPTION**

<b>TITLE: Employment and Training Director</b>	<b>SUPERVISOR: Executive Director</b>
<b>PROBATIONARY PERIOD: 1 year</b>	<b>SUPERVISES: E &amp; T Staff</b>
<b>EMPLOYMENT HOURS: 40 per week</b>	<b>WEEKS PER YEAR: 52</b>
<b>GRADE 17</b>	<b>STARTING WAGE: \$16.83</b>
<b>POSITION SUMMARY: Direct Employment and Training programs, which include monitoring compliance with all applicable programmatic rules and regulations, supervision of staff, budget management, grant writing.</b>	

**MAJOR RESPONSIBILITIES:**

1. Develop and manage training programs for job seekers desiring to achieve full employment and economic self-sufficiency. Ensure accomplishment of program and contract objectives. Current programs include but are not limited to WIOA Adult, WIOA Youth, and Pathways. Seek out additional funding opportunities or partnerships.
2. Prepare new and renewal employment programs grant applications. Manage contracts. Write Program Operating Plans (POP).
3. Coordinate community employment and training activities with local community partners including Job Service, Tribal Social Services, and educational institutions.
4. Direct and provide training and supervision to 2-10 Employment and Training staff. Conduct staff meetings. Conduct probationary and yearly evaluations of staff.
5. Manage program fiscal operations including budget projection and review. Complete reporting requirements in a timely fashion.
6. Attend state planning and governance meetings as required by each of the funding entities.
7. Provide oversight for front-line staff to liaison with employers, work site managers, educational institutions, OPA, and other service providers to develop employment opportunities for Employment and Training clients.
8. Advocate for local economic development efforts that address the employment needs of low-income job seekers.
9. Provide direct services to program participants.
10. Manage, proctor, and administer the Hi-SET exams on a bi-monthly basis in Havre and monthly basis at Aaniiih Nakoda College.

**MINIMUM QUALIFICATIONS:**

1. B.A. or B.S. degree in social work, psychology, education, guidance and counseling, or other relevant field; or four years' direct experience in human services field required.

**SKILLS, ABILITIES AND OTHER REQUIREMENTS:**

1. One year supervisory experience.
2. Experience in state-funded job training; budget management; grant writing.
3. Ability to manage multiple complex programs serving low-income job seekers.
4. Computer proficiency.
5. Knowledge of and experience with the private business sector.

6. Work well under pressure, meet multiple and sometimes competing deadlines. At all times demonstrate cooperative behavior with colleagues and supervisors.
7. Experience in keeping accurate, complete, and thorough records.
8. Effective oral and written communication skills.
9. Ability to lift and carry up to 50 pounds.
10. Have a valid Montana Driver's License, proof of personal vehicle insurance and must meet insurability requirements for agency automobile insurance policy.

**PHYSICAL DEMANDS & WORKING CONDITIONS:**

1. Work is primarily in an office environment. Requires moderate physical effort, moving between 5 and 50 pounds, on an intermittent basis (less than 15% of the time). Incumbent must walk, stand, bend, kneel on an intermittent basis; Sit, use hands and arms, and speak on a frequent basis. Work is in an office environment, free of excessive noise or other disagreeable elements; temperature is regulated, with less than 10 degree Fahrenheit variation.
2. Frequent travel is required.

**EMPLOYEE SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_