



ECONOMIC AND WORKFORCE DEVELOPMENT DEPARTMENT EXEMPT EMPLOYMENT OPPORTUNITY

Assistant Chief Grants Administrator (1577) Workforce Development Division

Annual Salary: \$99,639.36 - \$149,688.72*

OVERVIEW

The Economic and Workforce Development Department (EWDD) is accepting applications to hire one (1) Assistant Chief Grants Administrator. The position is assigned to the Workforce Development Division (WDD) and will manage the Adult Workforce System development programs, including implementation of the City's Workforce Innovation and Opportunity Act (WIOA) funded programs, the City's WorkSource System, and Employer Engagement activities.

The duties of the Assistant Chief Grants Administrator position include, but are not limited to the following:

- Provides expert recommendations to EWDD Executive Management, Workforce Development Board, City Council, and Mayor on the implementation of the Federal WIOA Funds.
- Supervises staff assigned to the adult section.
- Manages the operations of the City's WorkSource System providers including contract development, agency budget approvals, agency performance metrics, and adult data management of the JobsLA program.
- Participates in the development of the WDD Annual Plan, City Council transmittals, State Employment Development Department reports, correspondence for the U.S. Department of Labor, and other grantor communication and reports.
- Oversees and monitors projects for compliance with Federal, State, and City policies and grant requirements.
- Interacts and coordinates with other City departments, the Mayor's Office, City Council Offices, and external public and private sectors partners.
- Assists in the development of grant applications including budget and contract preparation.
- Prepares policies and procedures, and oversees the implementation of the WIOA programs consistent with Federal and State guidelines.

MINIMUM REQUIREMENTS

1. A Bachelor's Degree from a recognized and accredited four-year college or university (preferably in business, public administration or communications) **and** two years of senior professional experience in supervising professional employees engaged in the design, implementation, administration and evaluation of employment programs.
2. A thorough knowledge of the principles and practices governing workforce development, Workforce Innovation and Opportunity Act policies and guidance, and knowledge of best practices for youth and/or adult workforce development programs.
3. Experience in managing workforce development, employment training and employer programs, and grant-funded initiatives.
4. Experience in developing collaborative community initiatives with public, private and community based organizations.
5. A valid California driver's license and a good driving record are required.

NOTES:

Applicants must meet all minimum eligibility requirements by the application period deadline.

Experience in adult programs, especially with highly vulnerable populations is highly desired, but not required (i.e. high school dropouts, English language learners, reentry, and homeless individuals).

**In most cases, the annual salary is at the start of the pay range. Exceptions may apply once a Conditional Job Offer is made. The current salary range is subject to change. Please confirm the starting salary with the hiring department before accepting a final job offer.*

Applications will be reviewed to determine a reasonable number of candidates with applicable background and experience to interview. The candidates who present qualifications most closely related to those necessary for this position will be invited to participate in the interview process. A written performance exercise may also be given.

HOW TO APPLY

Applications will only be accepted by email. Interested candidates should immediately submit the following in PDF format:

1. Résumé detailing applicable background and work experience.
2. A completed City of Los Angeles job application (revised version dated 05/2014). Applications may be accessed at per.lacity.org/appform.htm

The email must be sent to tonja.bellard@lacity.org The subject line must read, “Assistant Chief Grants Administrator” – then the applicant’s first and last name.

The following WILL NOT be considered:

- **Incomplete applications**
- **Incorrect applications**
- **Older versions of the City job application**
- **Applications stating “see résumé” for work experience**

Applications may be reviewed for candidate’s experience and qualifications as it relates to the duties and responsibilities described above; a screening process may be applied to determine a reasonable number of candidates with the most relevant background and experience to interview. Only the most qualified candidates will be invited to participate in the interview process for further evaluation.

Deadline to apply: *Open until sufficient applications are received. May close at any time.*

This is an exempt, at-will position. The individual appointed to this position will not accrue any civil service tenure, contractual employment rights, or due process rights. The incumbent may be removed, without any finding of cause, by the hiring authority.