



Kalamazoo Regional Educational Service Agency Job Description

Job Title: Manager
Reports To: YOU Director
FLSA Status: Exempt
Prepared By: Human Resources
Approved By: N/A
Prepared Date: 12/2012
Last Revised Date: 03/2016

Summary: The manager answers program questions from staff and communicates with administration regarding program operations. The manager completes weekly statistics and troubleshoots delivery of services to monitor contractual compliance and ensure daily programming operates smoothly. Represents our organization and works with private and public sectors to manage employment and training programs within Branch, Calhoun, Kalamazoo and St. Joseph counties.

Essential Duties and Responsibilities:

- Must be able to review, understand and implement all Federal, State and local applicable requirements identified in federal and non-federal contracts administered by YOU
- Completes and monitors weekly program statistics to ensure contractual compliance
- Troubleshoots delivery of services to ensure daily programming operates smoothly
- Completes necessary reports and submits within required timeframes
- Works with staff to develop and prioritize tasks in order to meet the needs of the populations served
- Coordinates services between Branch, Calhoun, Kalamazoo and St. Joseph counties to ensure services are consistent
- Performs all career specialist functions, when needed
- Participates in professional development activities to keep abreast of current program policies, youth employment laws and workforce information
- Attends community meetings and serves as a public representative of Kalamazoo RESA/Y.O.U.
- Regular and consistent attendance
- Other duties as assigned

Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.

Education and/or Experience:

Bachelor's degree. Five years related professional experience in Workforce Development programs. Case management experience in federal workforce development programs. Master's Degree is preferred.

Certificates, License, Registration:

Valid driver's license. Membership in the National Association of Workforce Development Professionals is recommended.

Other Skill & Abilities:

Effectively present information in front of groups and engage in audience
Communicate effectively through speaking, listening, and writing
Work in a team-oriented fashion as well as independently
Ability to efficiently use computer and applicable software
Use problem solving skills and sound judgment in the dispatch of duties
Ability to read, analyze and interpret data
Must have thorough knowledge of community resources and agencies
Write reports, correspondence clearly and concisely
Maintain confidentiality
Work as part of the YOU management team to provide input and feedback on daily operations, assist in the development and oversight of programming, grant writing and reinforcing agency's core values
Ability to identify and resolve problems, making decisions with sound judgment in a timely manner
Adapt to frequent changes in the work environment
Use equipment and materials properly
Practice safe work habits
Facilitate groups in the use of data for decision making

Supervisory Responsibilities:

Assist in the training and supervision of staff.

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to reach with arms and hands, stand, walk and sit. The employee must frequently lift and/or move up to ten pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Work Environment:

The noise level in the work environment is usually quiet.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.