



Kalamazoo Regional Educational Service Agency Job Description

Job Title: Manager/Monitor
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/Monitor leads policy implementation efforts within YOU serving as a resource to career specialists, monitoring service delivery and acting as the primary trainer. The Manager/Monitor will administer monitoring and auditing services for all KRESA/YOU programs.

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.
- Respond to Federal, State and local compliance audits and serve as a liaison with the Upjohn Institute, Federal and State monitors
- Conduct eligibility and program monitoring, auditing activities and submit reports as required
- Troubleshoot programmatic service delivery processes and make recommendations for improvement where appropriate. This includes a summary of corrective actions necessary to improve performance.
- Oversee policy implementation across all YOU sites, ensuring consistency between sites and coordinating and facilitating staff trainings
- Collection, analysis and distribution of data
- Serve in the capacity of a career specialist including all essential duties of this position.
- 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

Proficiency in organizing, planning, developing and coordinating all activities and functions of assigned programs to ensure contractual goals and objectives are accomplished within established time frames, funding guidelines and organizational priorities

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

Write reports, correspondence clearly and concisely

Maintain confidentiality

Works 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:

Assists 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.