

EDUCATION AND WORKFORCE ADMINISTRATOR

JOB DESCRIPTION

Classification Responsibilities: The Education and Workforce Administrator, under the supervision of the City Manager and/or City Manager designee, is responsible for management of the Education and Workforce office and all related initiatives, programs, agreements, and collaborative work in the City of Mesa and with outside partners, including The Mayor's Education and Workforce Development Roundtable and related strategic focus areas, Mesa Counts on College projects, Mesa College Promise program, and Mesa K-Ready. The Administrator also works closely with the City Manager's Office, the Economic Development team, the Human Resources Department, the City's Diversity and Special Projects Manager, the City's libraries, parks, museums, and arts departments, the Downtown Transformation Office, Community Services, and any other areas where the City's work in this regard is underway and in order to minimize duplication and to maximize cross-departmental collaboration. The Administrator will also be asked to provide updates and advice to the City Council, as well as key community partners who are working on Education and Workforce Development work, example: the school districts and agencies serving Mesa's students, chamber of commerce, and Visit Mesa; higher education institutions; other education; and workforce-related advocacy organizations, childcare institutions, and when needed, with local and regional city/towns agencies who are working in this area of service. This position also requires someone who is a positive team player, both internally and externally, and who is viewed as the City's expert and administrative leader in this work. The Office's work is geared toward creating and implementing ways the City of Mesa can reasonably support, supplement, and strengthen Mesa's education and workforce 'continuum,' example: age zero to workforce, in order to meet the State's AZ60 initiative, which is aimed to increase the prosperity and success of Mesa residents through exposure to and/or completion of higher education, training within trades, or professional certificates and licenses. The Administrator is responsible for staffing the Mesa Counts on College Executive Board, the Education and Workforce Roundtable, and other boards created by the City, with tasks including preparing agendas/minutes and presentations; facilitating discussions amongst board members and the general public or other participating organizations; and preparing both written and verbal reports, presentations, etc. The Administrator leads efforts between the City of Mesa and local community partners as the convener, to collaborate with agency liaisons; ensure work reflects the City's values of diversity, equity, and inclusion; and to collect, document, and share data related to the state of education and workforce development in Mesa as well as particular data-driven impacts of the Office's programs and initiatives. Partnering with local non-profits is an essential requirement of this position as well, and is expected to offer assistance and leadership to community boards by providing updates to them or by serving on the Board itself, in support of the City of Mesa's education and workforce development work.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. An employee in this class may be required to attend meetings and/or events outside of normal working hours to represent the City of Mesa. An employee in this class is supervised by the City Manager and/or City Manager designee and works under the general direction of the Mayor's Education and Workforce Development Roundtable, the Mesa Counts on College Executive Board, and other Boards created as convened by the City of Mesa specific to this work. Work will be reviewed by overall results achieved. This class is FLSA exempt-administrative.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Graduation from an accredited college or university with a Bachelor's Degree in Education, Social Work, Business Administration, Public Administration, or related field. Extensive (5 + years) experience in the development, implementation, and administration of programs with education, municipal, business and community organizations and/or programs for targeted populations (example: age zero to workforce), or other closely related experience.

Special Requirements. Must possess a valid Class D Arizona Driver's License by hire date.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Experience in the field of Education. Graduation from an accredited college or university with a Master's Degree in Education, Social Work, Business Administration, Public Administration, or related field. Written and verbal bilingual (English/Spanish) skills. Understanding of Diversity, Equity, Inclusion, Accessibility and Belonging (DEIAB) as it relates to the field of education.

ESSENTIAL FUNCTIONS

Communication: Communicates with City of Mesa staff, the City Manager's Office, the City Council, Mesa Board and Commissions, and advisory boards assigned to the office, as well as a broad range of community partners in education, workforce development, local, regional, state, and federal agencies, the media, neighborhood groups, and the general public in order to communicate the needs of multiple parties, explain projects, and present reports and recommendations. Prepares correspondence, detailed analytical documents, reports, and project status reports in order to communicate program activities and results, explain complicated ideas, and recommend alternatives.

Manual/Physical: Operates a motor vehicle requiring a standard Class D Arizona Driver's License to attend meetings and make presentations at various partner facilities and/or locations throughout the state of Arizona. Sets up meeting rooms and removes displays and information, and makes presentations on behalf of the City of Mesa and its Education and Workforce Office.

Mental: Plans and directs the administrative and program activities for the Education and Workforce Office that inspires a positive and supportive workplace and related program and initiative outcomes. Supervises and evaluates the work of staff to ensure compliance with City policies, procedures, and standards. Prioritizes own work and that of their subordinate staff by establishing clear strategy and office direction that responds to the City Council's strategic priorities and/or as requested by the City Manager's Office annual work program and identifies and resolves procedural, operational, and other work-related issues by developing and implementing action plans. Monitors status of strategic action plan tasks to determine compliance with project standards, goals, and objectives. Coordinates work activities and program functions with other City departments, advisory boards, and education related or childcare entities. Develops policies and procedures, work programs, and short- and long-term plans, goals, and objectives. Conducts research and analyzes data in order to make recommendations to

management and board members. Prepares and monitors the Office budget and any grant related programs and related documentation. Comprehends and makes inferences from reports or other documents. Establishes work schedules, negotiates agreements, and makes policy recommendations.

Knowledge/Skills/Abilities:

Knowledge of:

principles and practice of education program administration;
current educational state, sources and methods of planning and coordinating solutions to educational issues related to post-secondary success;
federal and state programs as they relate to education;
budget and finance administration;
funding resources and grants;
principles and techniques of marketing and promotions;
community groups and organizations involved in providing education and/or human services; and
principles and procedures of research, appraisal of findings, and report preparation.

Skills in:

team building;
problem solving;
decision making;
effective communication skills including: written, verbal, presentation, and listening;
effective negotiation and mediation;
making oral presentations;
organizing a program or major event; and
producing graphic designs, brochures, and other materials for training programs or public presentations.

Ability to:

administer the program and initiatives;
perform a broad range of supervisory responsibilities over others;
analyze and interpret research findings and conclusions;
present ideas concisely and effectively, both orally and in writing;
design, coordinate, and implement parent and community involvement activities;
provide leadership in implementing City and program policies and programs;
act as a liaison and expeditor between various partner organizations; federal, state, and local government departments and/or agencies; and private business, industry, and development representatives;
prioritize tasks and multitask assignments;
demonstrate proficient marketing skills and techniques;
exercise initiative and independent judgment; and
establish and maintain effective working relationships with business executives, project partners, economic development staff, City officials, management, departments, and advisory boards.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 4/22

GL/js/co

CS5624.DOCX (Full-time)

PAY GRADE: 58

CS5813 (Part-time)

PAY GRADE: 58

EEO-PROF

IND-9410

JOB FCTN-ADM

SWORN-No

INCREMENTS 43-200