

Resource Division Manager (80 West Street)

JOB DUTY

Manage the daily operation of the Resource Division programs, which include the Work Opportunities Vendors, and Vendor Contract, Data Manager, Behavioral Health Work Participation Specialists/staff.

Supervise the Resource Division staff in each District office, Motivating, developing and evaluating skills to ensure optimal office performance for quality service delivery to customers in accordance with federal, state and county agencies and other applicable policies, procedures and guidelines.

Coordinate and facilitate consistency and best practices in Anne Arundel Co. Promotes and coordinates integration of the Division through collaboration with all agency programs and district offices. facilitate a working relationship and integration with the Child Welfare division, FI and other community partnering agencies.

Minimum Qualifications:

Education: Possession of a bachelor's degree from an accredited four-year college or university.

Experience: Seven years experience in administrative, professional or technical work, two years of which must have involved supervision of other employees or exercising responsibility for program development.

Notes:

1. Applicants may substitute education at the graduate level at an accredited college or university at the rate of 30 semester hours on a year-for-year basis for a maximum of two years of the required general experience.
2. Experience in a human service program may be substituted on a year-for-year basis for the required four years of college education.

Highly preferred experience:

1. 5 years experience TANF and workforce experience
2. 3 years experience WIOA policy and recruitment
3. 5 years experience Formulation of vendor contracts