



Lincoln Trail ADD

Job Description

Specialist

Pay Grade 20

STATUS	
Date: 18 January 2023	Department: Employment & Training
FLSA Status: Non-Exempt	Reporting Authority: Deputy Director
Supervisory Responsibility: None	

General Duties and Responsibilities

This position is a part of the Workforce Team and is under the administrative direction of the Executive Director, the Lincoln Trail Development Association (LEO Consortium) and the Lincoln Trail Workforce Development Board in providing strategic leadership, guidance and technical expertise in region-wide workforce development. This position emphasizes development and implementation of workforce programs, sustains community involvement at the federal, state and local level, and ensures programmatic and fiscal compliance with all applicable legislation, regulations and policies.

The Workforce Specialist performs labor market analysis, business outreach duties and other tasks as assigned.

Specific Duties and Responsibilities

- Develop and improve the business climate of the service area by working directly with business customers.
- Promote career system training program opportunities (on-the-job training, customized training and incumbent worker training) as well as training fund sources from KCTCS, Bluegrass State Skills and other resources to the business community.
- Develops contracts for on-the job, customized and incumbent worker training.
- Visit business and industry to provide information about tools available from the career center system for solutions to their workforce needs.
- Serve as a liaison to the economic development agencies, chambers of commerce, other business groups and industry prospects to provide current and relevant labor market information.
- Enter and track employer contact data using the state mandated repository.

- Serve as the primary board staff lead for the Workforce, Education, and Economic Development (WEED) committee of the Lincoln Trail Workforce Development Board to develop, implement and oversee the strategic plan.
- Act as the local expert on labor market intelligence to ensure programmatic services are aligned with the current needs.
- Monitor and analyze workforce trends to identify opportunities to expand or adapt workforce programming to fit the needs of local/regional employers and job seekers.
- Represent board staff on the KCC-Lincoln Trail Business Services Team.
- Prepare quarterly labor market reports for the Lincoln Trail Workforce Development Board.
- Responsible for written and oral communications with business groups, chambers, economic development groups, WIOA and local officials.
- Assist with WDB membership recruitment, orientations, etc.
- Perform other duties as assigned.

Education and Experience Requirements

- Required: Bachelor's degree in social sciences, psychology, government or related field & two (2) years' government, workforce or business experience.
- Preferred: Master's degree is preferred.

General Qualifications:

- Must possess excellent oral and written skills.
- Must possess proficiency in work processing and spreadsheet programs and flexibility to learn any other programs as necessary.
- Must possess a valid Kentucky Real ID Driver's License.
- LTADD is a drug free work place and an EOE, AA, ADA, Title VI employer may require skills testing.

Work Site:

General office setting; however, flexibility for travel and mobility to attend meetings is a must. May require walking, flying or operating a vehicle. This position requires attendance of after hour meetings and occasional overnight travel with limited notice.

Workplace Hazards:

No known hazards exist in the workplace. Must operate a staff vehicle and general office equipment in the course of daily duties.