
**POSITION TITLE: EASTERN WASHINGTON PARTNERSHIP
DIRECTOR OF OPERATIONS****April 2024**

REPORTS TO: Eastern Washington Partnership Workforce Development Council Executive
Director

SUPERVISES: None

STATUS: Exempt

SUMMARY/OBJECTIVE:

The Eastern Washington Partnership (EWP) Director of Operations is responsible for the management of Eastern Washington Partnership Workforce Development Council's daily operations to include supporting and advancing the access of employment and training opportunities for individuals, One-Stop Partners and businesses within the 9 counties of Workforce Development Area 10.

GENERAL RESPONSIBILITIES:

- Works with the Executive Director to establish the EWP annual budget; oversees budgets to include invoicing and expenditures
- Oversees contractor budgetary and service delivery performance
- Manages all aspects of EWP contracts and subcontracts; reviews all operating agreements, contracts and makes recommendations to Executive Director as appropriate
- Provides technical assistance and interpretive analysis to contractors regarding federal, state and local laws and policies.
- Remains current on federal and state laws, policies and regulations. Assists the Executive Director with the development of current policies on behalf of the WDC.
- Maintains on-going knowledge of applicable regulatory standards, guidelines regarding performance management and communicates standards to contractors
- Assists in the development, implementation, quality control and evaluation of new funding opportunities, programs and services.
- Oversees and facilitates the EWP's One-Stop system; cultivates and maintains One-Stop partnerships.
- Oversees EWP's Business Services
- Serves as day to day liaison for contractors to ensure that the needs are addressed; reports on progress and outcomes
- Identifies and evaluates opportunities for innovation, growth , and beneficial partnerships and makes recommendations to the Executive Director.
- Ensures quality programming across all areas of responsibility. Works with contractors to maintain policies and/or work flow that maximizes access for individuals, One-Stop Partners and businesses.
- Other duties as assigned

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DIRECTOR OF OPERATIONS****April 2024****KNOWLEDGE, SKILLS AND ABILITIES:**

- Advanced knowledge of creating, managing and monitoring budgets
- Advanced management skills in regards to contracting and subcontracting processes.
- Strong written and verbal communication skills; be a persuasive, credible, and a polished communicator with excellent interpersonal and multidisciplinary project skills
- Work collaboratively with internal and external partners as well as other organizations to provide exposure for program impact
- Capacity to comprehend a variety of references and manuals including performance standards, program manuals, funder regulations and guidelines, training guides, policies, etc.
- Ability to respond competently and positively to the culture, traditions, lifestyles, language and values of the individuals, businesses and One-Stop Partners.
- Ability to use independent judgment and principles of rational systems in the performance of tasks
- Proficiency in Microsoft Office Suite to include Word, Excel, Teams, PowerPoint, SharePoint and Outlook
- An aptitude for learning and using databases and software
- Ability to work independently with minimal supervision, and as a constructive member of a team

Physical Demands:

Occasional standing, walking, lifting, reaching, kneeling, bending, stooping, pushing, pulling, and lifting and/or moving up to 25 pounds; frequent sitting; manual dexterity. Proficient reading eyesight and vision for close work; ability to communicate by speaking and hearing in person or on the phone; and the ability to travel to various locations.

Travel:

Ability to travel locally as well as in and out of state, as may be required.

Education and Experience:

Any combination of experience and education which would provide the applicant with the desired skills, knowledge and ability required to perform the job.