



Workforce System Coordinator Western Oklahoma

Reports to the Corporate Program Manager and is salaried, exempt position. Responsible for coordinating service delivery for the Western Workforce Development System. The System Coordinator will work full-time 40 hours per week to serve as the One Stop Operator providing functional management and compliance and oversight of the Workforce Centers and services. Workforce Centers are located in Hope and Camden, Arkansas. Arkansas Workforce Center Affiliate Sites are located in the following cities: Altus, Alva, Burns Flat, Enid, Guymon, Ponca City, Stillwater, Weatherford, and Woodward. A twenty five-county local area makes up the service region. Office location will be in one of the Western Workforce Centers and will be determined with job offer.

Duties and Responsibilities:

- Demonstrates and abides by ODLE Core Values and operating principles.
- Enforces all authorized laws, rules and regulations.
- Works with service providers, state agencies, community agencies, local businesses and the local Workforce Development Board to develop and promote the workforce system in the region.
- Coordination of services delivery, including process flow, assessments, tracking and referring customers to services.
- Ensure compliance with Workforce Board policy, procedures, and Memorandum of Understanding.
- Coordinate center services, establish and maintain partnerships, convene partners, promote the Workforce services and system to local businesses.
- Prepares Reports for the Workforce Board on System/Center activities
- Manages performance data.
- Performs other duties as assigned.

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

Education and Experience Requirements:

- Bachelor's degree in education, business or related field or equivalent project administration experience.
- Direct Workforce or government contract experience preferred.
- Must reside in the Western Oklahoma Workforce Region.

Additional Requirements: Requires travel within the Region.