

**CITY OF SOUTHFIELD**  
**JOB OPPORTUNITY ANNOUNCEMENT**

*The City of Southfield is currently seeking qualified candidates for the following full-time career position:*

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**JOB CLASSIFICATION:** Program Coordinator II- WIOA Grant Programs

**SALARY RANGE:** TPOAM Grade 8 Pay Range: \$43,529 - \$53,578;

Excellent benefit package, including medical, dental, vision, retirement; holidays, vacation, and more.

**JOB DUTIES:**

- Develop, coordinate, organize and implement programs assigned.
- Supervision and technical advisor to Program Coordinators and program staff.
- Responsible for outcomes and performance related to grant funded programs.
- Coordinate customer services, including eligibility assessment and program referrals.
- Provide coordination and technical support to staff and interns.
- Assure program compliance, integrity and fiscal accountability; Complete statistics.
- Facilitate program information sessions and employability workshops
- Perform research, coordinate and write proposals for funding.
- Develops manuals, forms and statistical reports.
- Assist with recruitment, selection, training, and development of staff.
- Act as liaison with various agencies, city, schools, state and local offices.
- Perform various duties as assigned.

**MINIMUM REQUIREMENTS**

- Bachelor's degree or equivalent experience in program administration/management of workforce programs.
- Two to three years recent supervisory experience in workforce grant programs preferably WIA, WIOA, and TAA sufficient to permit the applicant to successfully administer the applicable program(s).
- Familiar with database programs related to grant funded programs.
- Must possess excellent communication skills, oral and written; effective interviewing skills.
- Must have a positive attitude, good judgment and the ability to know when to refer problems to the Manager.
- The ability to perform high volume, multi-task duties in an accurate and timely manner.
- Problem solving and organizational skills and the ability to work well under pressure of deadlines and changing priorities.
- Must have ability to establish and maintain effective working relationships with public, co-workers, and outside organizations.
- Advanced knowledge of Microsoft Suite applications. Computer and Internet experience necessary.
- Speak informally with businesses and community groups regarding the Center.
- Must possess a valid driver's license and a good driving record as determined by the City of Southfield's Driving Standards.
- Applicants will be subject to criminal history check.

The selection process will include a review of the applicant's experience for posted requirements, and an oral board interview. Each step of the process must be passed before the applicant will be moved to the next step. Applicants will be invited to further participate in the selection process based on the nature and extent of their related experience.

**This is a "continuous" recruitment. A City of Southfield application packet is required. Applications will be accepted until there are sufficient applicants to meet the City's recruitment needs. As such, interested persons should make application promptly.**

**APPLY AT:** City of Southfield, Human Resources Department, 26000 Evergreen Road, Southfield, MI 48076  
Applications may be downloaded from the City's website at [www.cityofsouthfield.com](http://www.cityofsouthfield.com)

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The City of Southfield does not discriminate in its employment or any other programs or activities on the basis, of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, physical or mental disability, family status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability if requested.

AN EQUAL OPPORTUNITY EMPLOYER M/F/V/H, DRUG FREE WORKPLACE

**vr DATED:** May 30, 2019



Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 796-4700 (voice) or via email at [hrsupport@cityofsouthfield.com](mailto:hrsupport@cityofsouthfield.com) if auxiliary aids or services are needed. Reasonable advance notice is required.