



Assistant Director, Chief of Youth Services **Job Posting Announcement**

Posting Date: 09/13/2021

Classification: Operations Manager I

Bargaining Unit: Exempt/MAPS – Unrepresented

Salary Range: \$100,000 through \$115,000

Location: 101 W. 24th Street Baltimore, MD 212182

Status: Full-Time/Regular

About City of Baltimore, Mayor's Office of Employment Development

The Mayor's Office of Employment Development (MOED) coordinates and directs workforce development initiatives responsive to the needs of Baltimore City employees and job seekers in order to enhance and promote the local economy. At MOED, we view our mission broadly to deliver economic justice to our city. To us, economic justice means creating an equitable workforce system for all residents – especially those who have been generationally and systemically disadvantaged – one that is responsive to their needs and ensures viable economic opportunities. Our vision is for all City residents to maximize their career potential and all employers to have the human resources to grow and prosper – a workforce system that works.

Position Overview

The Assistant Director, Chief of Youth Services reports to the agency's Deputy Director/Chief of Staff. The Youth Services Division of MOED currently includes 40 full-time staff. In addition, 75-100 seasonal staff are hired to support the operation of the agency's summer jobs program. The position will oversee a budget of over \$20 million including private funds raised to support summer jobs. . The individual selected will develop and implement strategies and programs that will help young adults in the city on their path to prosperity. They will strengthen the agency's existing programs and design new initiatives that promote economic justice. In addition to supervising staff and managing the budget, the person will develop and maintain relationships with key stakeholders including elected officials, other agency leaders, employers, school system representatives, community organization representatives and other stakeholders. The individual will also be expected to develop opportunities for young adults to have an authentic voice in program design and operations.

Existing programs directly managed by Youth Services leaders and staff include but are not limited to: Youth Opportunity Centers, WIOA Youth Training (and its partnership with Grads2Careers), YouthWorks summer jobs program, the Pre-Adjudication Coordination and Training program (PACT), and the YH2O water mentoring program. The person will be a member of the agency's Leadership Team and work with other leaders to provide guidance on broader agency goals and operations. The scope and complexity of duties for this role will require the individual to exercise independent judgment, to implement task under limited supervision and to communicate frequently with the Deputy Director/Chief of Staff and Agency Director.

Essential Duties and Responsibilities

Lead MOED's Youth Services Division to promote economic justice for Baltimore's young adults. Develop strategies and oversee the implementation of programs that advance young Baltimoreans to prosperity – particularly those who have been systemically disadvantaged. Programs and services include but are not limited to:

- Youth Opportunity (YO) helps disconnected youth (not in school or working) access support services and training that leads to career pathways.
- Workforce Innovation and Opportunity Act (WIOA) and Grads2Careers training programs offer occupational training resulting in an industry recognized credential on the path to a high wage job.
- YouthWorks provides a summer job to thousands of youth who are paid at least minimum wage for their hours worked while gaining critical experience and building their skills.

Achieve annual performance metrics and grant related performance standards/outcomes for all funded programs:

- Ensure all grant reporting requirements are met.
- Review and analyze performance data of all Youth Service division units and develop strategies for continuous improvement.
- Develop annual budget, ensure protocols are followed for procuring services/products, ensure expenditures are aligned with approved budgets and all grant funds are effectively expended in a timely fashion.
- Develop new proposals for alternative methods to meet objectives of the division and agency.

Lead and direct MOED Youth Services division management staff:

- Execute multiple grant funded youth service programs.
- Manage staff performance, professional development, and staff alignment and hiring
- Plan and implement division-wide staff development activities.
- Develop and implement strategies to motivate the division management team members.

Represent the agency and the division in forming key partnerships that will result in better outcomes for youth:

- Develop and foster relationships with the Baltimore City School system so that youth in school have access to skill building, internships and summer jobs and that there is a seamless transition from school to employment for youth choosing to go to work instead of college.
- Establish and maintain strong partnerships with city/state agencies, educational institutions, community, faith-based and philanthropic organizations to leverage MOED's resources and expand the scope and scale of the agency's services for youth.
- Provide direct support to youth related committees and boards established to oversee and promote the activities and effectiveness of the programs and related initiatives.
- Serve as a member of the Baltimore Workforce Development Board's Youth Committee.
- Facilitate the Pre-Adjudicated Coordination and Training (PACT) Evening Reporting Center Management Team, which includes staff from Department of Juvenile Services, Family League and Mayor's Office of Employment Development (MOED).
- Foster positive working relationships with MOED management and Federal and state agency management staff.
- Represent the Agency Director at Mayoral functions and other high-level city government meetings and functions as needed.

Knowledge, Skills and Abilities

- Strong leader able to manage a team to get results
- Team player that can work with peers to improve outcomes for youth

- Problem solver who can apply skill to program design, human resources, resource development, and more
- Knowledge of employment and training strategies that have successfully led to high wage careers for those served.
- Deep understanding of youth development strategies
- Ability to develop and manage a multi-million dollar budget
- Knowledge of supervisory, human resource and administrative practices and procedures.
- Ability to analyze and recommend resolution of more difficult employment and training, fiscal, human resource or administrative problems by application of knowledge acquired through management level program involvement.
- Ability to establish and maintain effective working relationships with other agencies (federal, state, and local), public and private agencies, and MOED associates
- Ability to communicate effectively both orally and in writing, and make persuasive presentations
- Ability to assign and review the work of employees
- Ability to work as a member of a team to assure project completion
- Ability to organize work in order to meet established deadlines
- Ability to prioritize and handle multiple tasks
- Must be computer literate and familiar with word processing, spreadsheet, and database applications (i.e. MS Word, Excel, Access, etc.)

Required Education and Experience

- A Bachelor's degree in Business Administration, Public Administration, Management, Law, or related field from an accredited college or university
- Plus 6 years of senior management, policy-driven operational responsibilities *including* 3 years of experience managing supervisors as well as workforce related experience working with youth and young adults
- An equivalent combination of education and experience.

Interested applicants may apply via this [link](#)

City of Baltimore, Mayor's Office of Employment Development is an Equal Opportunity Employer and Service Provider