



***This position is supported with ARRA (Recovery) funding.***

***This job will be posted on this website for a minimum of five days. Once filled, it will be removed from the site.***

**Position:** *Employment & Training Specialist*

**Vacancy Number:** 3220\*

**Salary Grade:** 70

**Salary:** \$18.50 - \$25.50 per hour

**Location:** Raleigh, NC

**Work Schedule:** 20-25 hours per week

**Length of Assignment:** July 31, 2011

### **Description of Work:**

Responsible for coordinating a statewide on-the-job training initiative, funded through the American Recovery and Reinvestment Act, using federal workforce investment Act resources. The coordinator will work with local Workforce Development staff to insure compliance with grant requirements including program marketing, worksite identification, appropriate participant assessments, training plan development, case management and reporting. An in-depth knowledge of state and federal employment and training programs and prior experience managing statewide workforce development projects and initiatives are required.

### **Knowledge, Skills and Abilities:**

Considerable knowledge of federal regulations and guidelines concerning employment training programs and operations; DET policies and procedures; employment factors concerning target groups. General knowledge of federal regulations and guidelines in related areas, and of principles and practices of planning; ability to organize and analyze data and information relating to employment and training programs; ability to write reports; ability to develop working relationships and communicate effectively with other planners field representatives, divisional staff and State, regional and local officials.

### **Minimum Education and Experience:**

Graduation from a four year college or university with a degree in public administration community development or planning, or business, and two years experience in public administration, preferably involving federal grant administration; or graduation from high school with five years experience as described above; or an equivalent combination of education and experience.

**How to Apply:**

Submit a State Application for Employment (**PD107**) to the Contact Person. Faxed or emailed applications will be accepted. Resumes will be accepted for review only. Applicants must complete the (**PD107**) to obtain employment. ***\*Please indicate the Vacancy Number of the position for which you are applying.*** temporary solutions is an Equal Opportunity Employer.

**Contact Person:**

***Ann Mott-Smith***  
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