



*****HIRING NOTICE*****

Director, Department of Employment Services

Overview:

The District of Columbia Government. The District of Columbia government is seeking a Director of its Department of Employment Services (DOES).

DOES is an agency within the District government that puts people to work. DOES achieves its mission by providing the necessary tools for the District of Columbia workforce to become more competitive using tailored approaches to ensure that workers and employers are successfully paired. DOES also fosters and promotes the welfare of job seekers and wage earners by ensuring safe working conditions, advancing opportunities for employment, helping employers find qualified workers, and tracking labor market information and other national economic measurements impacting the District of Columbia. More information is available on the agency's website at does.dc.gov.

The Director of DOES is a Mayoral appointed position within the District of Columbia government. DOES fall under the Economic Development and Regulations Cluster of the District government. The Director of DOES reports directly to the Deputy Mayor for Planning and Economic Development.

Position Description:

As one of the key officials of the District of Columbia Government, the Director of DOES is responsible for the formulation, development, and implementation of labor policies, plans and programs; the promotion, coordination and execution of related policy, plans and programs; and the administration of laws pertaining to labor programs and activities.

Key Responsibilities include:

- Responsibility for administering employment services related programs within the District of Columbia, encompassing such ongoing programs as Minimum Wage, Occupational Safety and Health, Worker's Compensation, Apprenticeship, Employment Services, Unemployment Insurance, Summer Youth Employment, Workforce Development and other special programs.
- Developing and implementing plans, policies, and guidelines for the efficient operation of a comprehensive employment services program based on the employment needs of the community.
- Ensuring the operation of a city-wide data collection and data management system pertaining to employment services programs and activities necessary to evaluate the effectiveness and efficiency of employment services programs and activities.
- Ensuring that DOES plans are executed in accordance with appropriate Federal and District Government rules and regulations.

- Regularly interfacing with the Mayor, Deputy Mayor, members of the Mayor's Cabinet, District Council, Workforce Investment Council, and the Department of Labor's regional and national offices on matters related to workforce development.
- Serving as a primary point of contact regarding District Government labor programs and activities with Federal agencies, local government agencies, employers, labor unions, professional organizations, and other groups providing labor relations program support.

Experience/Qualifications:

- Bachelor's degree in public policy, business, urban planning, economics or a related field. An advanced degree is desired.
- Specialized background with expert knowledge regarding employment issues, workforce development, job training, strategic planning, policy and program development, and program evaluation.
- Expert knowledge of regional trends in the labor market and use of labor market information, including factors affecting labor supply and demand.
- Expert knowledge of federal and state employment and training legislation and regulations. Knowledge of federal, state and local procurement guidelines.
- Excellent oral and written communication skills sufficient to advise and consult with a variety of executives and managers, present findings and recommendations, negotiate agreements, and secure cooperation; and to speak and write convincingly to audiences including outside agencies, community representatives, and outside groups.
- Excellent interpersonal skills to establish and maintain effective working relationships with all levels of management officials and outside groups. Ability to work with a range of audiences and stakeholders from diverse backgrounds, Demonstrated ability to exercise tact and discretion in dealing with persons at various levels and in various job categories.
- Knowledge of and experience with the principles and techniques of supervision, personnel management, and human resource planning and staffing. Previous supervisory experience is required. Executive experience is desired.

Salary: This position is a grade 5 on the District government's executive service salary scale. The salary ranges from \$ 122,211 to \$ 184,469. Actual salary is commensurate with experience and the applicant's past salary history.

Application Process: This position is posted on the DOES website. Interested applicants are encouraged to send resumes (including cover letter) to Sheila Cuthrell, Operations Manager at the Office of the Deputy Mayor for Planning and Economic Development, at sheila.cuthrell@dc.gov.