



Director of Business Services **Largo, Maryland**

About Employ Prince George's: The Prince George's County Local Workforce Development Area is a Workforce Innovation and Opportunity Act (WIOA) designated workforce area by the Governor of the State of Maryland. Required by WIOA, the Prince George's County Local Workforce Development Area is governed by the Prince George's County Local Workforce Development Board. Appointed by the Prince George's County Executive, the Prince George's County Local Workforce Development Board is tasked with governing and operating the Prince George's County Public Workforce System. The Prince George's County Local Workforce Development Board and Prince George's County Executive has designated Employ Prince George's, Inc. (Employ Prince George's) to serve as the administrative staff, fiscal agent and service provider of the Prince George's County Local Workforce Development Board.

As the administrative staff, fiscal agent and service provider of the Prince George's County Local Workforce Development Board, Employ Prince George's manages the Prince George's County Public Workforce System. The Prince George's County Local Workforce Development Board has branded the Prince George's County Public Workforce System as the Prince George's County American Job Center Community Network to the public, its partners, and stakeholders. The Prince George's County American Job Center Community Network, including Employ Prince George's as a nonprofit workforce development services provider, is a collection of job centers, access points for services, government agencies, nonprofit organizations, community-based organizations, and more. The Prince George's County American Job Center Community Network provides workforce development services to over 30,000 job seekers and 4,000 businesses annually. As the staff of the Prince George's County Local Workforce Development Board, workforce development service provider, and Prince George's County American Job Center Community Network manager, Employ Prince George's operations are diverse and extremely complex.

Job Summary: Under the leadership of the **Director of Business Services**, the Business Services Department is responsible for developing and executing various business engagement strategies to generate significant workforce development intelligence and cultivated employment opportunities for the Prince George's County American Job Center Community Network from various regional employers across the regions in-demand industries. The Director of Business Services manages the operations of the Business Services Department and assigns tasks to the business engagement staff who are responsible for identifying, engaging, consulting and providing services to business throughout the region. The Director of Business Services assigns Business Consultants to targeted in-demand industries to become subject-matter experts in those industries. The Director of Business Services manages each Business Consultant as they develop and disseminate real-time labor market information and general workforce needs expressed by regional businesses to Employ Prince George's staff and Prince George's County American Job Center Community Network partners. Under the direction of the Director of Business Services, the Business Services Department serves as the voice and representative of businesses when working with Employ Prince George's staff and Prince George's County American Job Center Community Network partners to upskilling Prince George's County residents, improving Prince George's County educational and workforce programming, and developing a talent pipeline for each in-demand industry in the region. The Director of Business Services strategically develops an annual business engagement strategy for the Business Services Department, followed by implementation, assessment and analysis of the strategy, the activity of the Department of Business Services staff, and the individual performance and impact of each staff member within the Department of Business Service. The Director of Business Services is also responsible in ensuring staff within the Department of Business Services are utilizing Employ Prince George's customer relations management databases, inputting and updating data accurately, and reporting to leadership the outcomes from the databases. Ultimately the Director of Business Services is responsible for ensuring that the Business Services Department is consistently, efficiently, and successfully providing workforce intelligence, quality services to regional businesses, cultivating employment opportunities for Prince George's County American Job Center Community Network job seekers and assisting in the development of job-ready talent to address the workforce needs of the Prince George's County and DC Metropolitan Region.



Key Requirements: The ideal candidate will have a working knowledge of workforce development services and activities, specifically those funded by the Workforce Innovation & Opportunity Act (WIOA). Knowledge of the American Job Center Network. Knowledge of regional labor market, local hiring trends, and major employers.

Qualifications: Bachelor's degree in business administration/management or related field. Five (5) years of experience within workforce development or related field; (2) years must have involved supervision of staff. Ability to supervise and motivate staff to achieve goals. Ability to function and supervise in a performance-based management environment. Ability to analyze and use data to meet goals. Must have excellent oral and written communication skills. Must be computer literate and proficient in Microsoft office software. Must have excellent organizational skills

How to Apply: Qualified candidates are encouraged to submit a cover letter, including salary requirements, and resume to CareerOpportunities@employpg.org. Cover letters should be addressed to, **ATTN: Human Resources and must include Director of Business Services in the subject line of your email.** **EOE/AA employer.**
NO TELEPHONE CALLS PLEASE