



Title: Chief Operating Officer (COO)
Reports to: Chief Executive Officer (CEO)
Location: 4201 Crums Mill Road, Suite 200, Harrisburg, PA 17112

To apply:

Interested candidates should send cover letter and resume to info@scpaworks.org or SCPa Works, 4201 Crums Mill Road, Harrisburg, PA 17112.

Role Summary/Purpose:

As the leader of South Central PA's public workforce system, SCPa Works ensures that the current and future needs of businesses and job seekers are met. Through innovative initiatives and programs spanning every facet of the workforce, we bridge the gap between people looking for work and companies in need of talent.

The COO is a position that directly reports to the CEO and serves on the SCPa Works Leadership Team. The COO is responsible for overseeing the Policy, Compliance/Program Evaluation, Operations and Human Resource functions of SCPa Works. The COO position will include being directly involved in strategic planning to successfully meet SCPa Works' mission and ensure quality and efficiency of the operational and administrative support systems. The COO position is responsible for overseeing and guiding day-to-day operations and to support the needs of the Operations, Program and Strategy Departments. The COO will be expected to show their management expertise, project leadership, positive communication skills and the ability to manage SCPa Works' complex budget.

Essential Duties and Responsibilities

Compliance/Program Evaluation Department

- Oversees the Compliance department within SCPa Works and ensures compliance with all relevant laws, regulations and internal policies and procedures.
- Responsible for establishing standards and implementing procedures to ensure that the compliance programs throughout the organization are effective and efficient in identifying, preventing, detecting and correcting noncompliance with applicable laws and regulations.
- Through policies and procedures, provides reasonable assurance to Leadership and the Board that there are effective and efficient policies and procedures in place, well understood and respected by all employees, and that the company is complying with all regulatory requirements.
- Develops and revises the internal and external compliance work plan and oversees/monitors the implementation of the compliance program.
- Provides guidance, advice and/or training to improve SCPa Works employees' and providers' understanding of pertinent laws and regulatory requirements.
- Prepares and presents compliance reports to Leadership and the Board.
- Coordinates efforts related to internal and external monitoring activities, as well as interacts with regulators on compliance issues.
- Develops and revises the internal and external program evaluation work plan and oversees/monitors the implementation of the program evaluation models



PA CareerLink® Operations

- Communicates regularly with the Site Administrators and Title I partners about PA CareerLink operations.
- Manages the process to create, approve and maintain the various Resource Sharing Agreements (RSAs) for the PA CareerLinks.
- Works with leadership team to identify and recruit key partners for our six PA CareerLink® sites to ensure excellent service delivery to all of our customers.
- Participates in the procurement process for PA CareerLink®-related projects, supplies, or utilities.
- Manages the real estate and equipment leases for the PA CareerLink®. Coordinates with 3rd parties as necessary to initiate, renew or terminate leases in a timely and cost effective manner.
- Manages the one-stop operator, it's functions, contract and performance to ensure operator is meeting all state and federal requirements and meeting intended responsibilities of oversight of the PA CareerLink®
- Manages additional contracts related to the operation or partnerships at the PA CareerLink® sites.

Operations and Human Resources Department

- Develops and establishes operating policies consistent with the CEO's and Board's broad policies and objectives to ensure adequate execution.
- Oversees the Grant Management policies and procedures, which includes grant and contract management, procurement and grant/sub-award closeout.
- With the assistance of IT consultants, maintain suitable technology to streamline all internal operations and help optimize their strategic benefits and set objectives/strategies for technology.
- Craft talent acquisition strategies to build strong pipelines for future hiring needs.
- Ensure our hiring, onboarding and management procedures are effective for diverse groups and promote inclusion in the workplace
- Oversee HR Specialist and analyze/develop HR policies, procedures and tools.
- Ensure HR plans align with SCPa Works' mission and objectives.

Knowledge, Skills and Abilities COO

- Results-oriented with superior skills in organization, planning, and attention to details
- Ability to think strategically and execute new ideas and tasks in a fast-paced environment
- Excellent analytical and problem-solving skills
- Strong business acumen
- Excellent verbal and written communication skills
- Proactive, self-directed and reliable
- Strong sense of integrity, honesty, and ethics
- Strong mentoring, coaching experience to a team with diverse levels of expertise
- Excellent project management, time management, and organizational skills
- Energetic, flexible, collaborative and proactive; a team leader who can positively and productively impact both strategic and tactical finance and administration initiatives
- Respectful of others; interacts with tact and sensitivity
- Flexible and collaborative work style with a strong service mentality
- Ability to build and sustain great working relationships with employees, vendors, consultants, and colleagues
- Excellent analytical and abstract reasoning skills, plus excellent organization skills.
- Demonstrable passion for SCPa Works' mission; a hands-on manager with integrity and a desire to work in a dynamic environment.

SCPa **WORKS**

SOUTH CENTRAL WORKFORCE DEVELOPMENT BOARD

- Knowledge of Workforce Innovation and Opportunity Act (WIOA) regulations, the Uniform Code at 2 CFR 200, Generally Accepted Accounting Principles and other federal and state rules and guidelines a plus
- Experience either as an employee or board member of a nonprofit organization

Education/Experience Requirements

A Bachelor's degree in management, finance or a related field plus six years of progressively responsible experience in operations with three years of management experience. Master's degree in accounting, business administration, public administration or a related field are preferred. Experience with budget planning and management for a nonprofit organization, financial reporting, government contracts, the annual audit process, and experience in a leadership capacity, preferably in a nonprofit organization with a complex funding streams.

The COO must be able to analyze complex financial data, interpret, explain, and apply applicable laws, rules, regulations, and policies controlling budgetary and fiscal record keeping; interpret and provide accurate financial data to management to enable them to make business decisions. Understands and has participated in goal setting, strategic planning, program development, implementation, and evaluation as it applies to fiscal decision making within a grant environment.

The COO must have strong written communication skills as the position requires significant report writing responsibilities. Must be proficient in all Microsoft Office applications, possess the ability to utilize state workforce development databases and possess the ability to utilize the Internet to conduct research and obtain data.

Extensive knowledge of generally accepted accounting principles (GAAP), risk management, commercial insurance and grant-reporting requirements is necessary. The ideal candidate will have knowledge of the Uniform Code at 2 CFR 200 and general cost allocation principles as they relate to federal grants and familiarity and experience with implementation and use of sophisticated financial management software. Workforce development experience a plus.

ADA Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be used to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to write and/or type; and talk or hear. The employee is occasionally required to stand, walk, and bend. The employee may occasionally lift and /or move up to 10 pounds. The work environment characteristics are representative of those an employee encounters in an office environment.

This position description in no way states or implies that these are the only job duties to be performed by the employee(s) in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

SCPa Works provides equal opportunity in employment for all qualified persons regardless of race, color, religion, sex, national origin, age, disability, sexual orientation, or veteran status. SCPa Works is an EEO employer.