



Dr. Freida H. Hill
Chancellor

Department of Postsecondary Education
Post Office Box 302130
Montgomery, AL 36130-2130
t 334.293.4500
f 334.293.4505
www.accs.cc

WORKFORCE RESOURCE SPECIALIST

The Alabama Department of Postsecondary Education is accepting applications for the position of Workforce Resource Specialist. Under direct supervision of the Director of the Office of Workforce Development (OWD), the Workforce Resource Specialist is the workforce training liaison between business and industry, training service providers, and OWD, a division of the Alabama Community College System (ACCS). This individual is responsible for identifying the workforce training needs as they relate to new, existing and emerging industries; assessing the fiscal and programmatic compliance of workforce training grants awarded through OWD; recording negative and/or positive findings; provides assistance to grant recipients when required or requested; Communicates training needs with ACCS workforce training system partners. Qualifications include Bachelor's degree, from an accredited college or university, in Education, Business, Management, or related field; two years related work experience, economic development or workforce development experience preferred; knowledge of Workforce Investment Act, Carl D. Perkins Act, and general workforce development practices and procedures and ability to apply same. Salary range: \$53,481-\$58,674. Applicants must submit a cover letter addressing qualifications, a current resume and Department application to the Legal and Human Resources Division, Alabama Department of Postsecondary Education, Post Office Box 302130, Montgomery, Alabama 36130-2130. Faxed or emailed applications will not be accepted. An application form may be downloaded at www.accs.cc/, "Employment Opportunities". For more information call (334) 293-4602 or e-mail vicki.strength@dpe.edu. Applications must be received no later than 5:00 p.m. Friday, December 30, 2011. The Alabama Department of Postsecondary Education is an Equal Opportunity Employer.