



Tri-County Council for Southern Maryland Position Description

Job Title: Blueprint Program Manager

Reports To: Director of Regional Workforce and Business Development

Grade and Salary Range: Grade 20, Step 3 – 5: \$78,919 - \$85,111

FLSA Classification: Exempt

Prepared Date / Updated Date: June 2023; Updated: 6/24; Updated: 1/25

Summary:

The Workforce Development Division of the Tri-County Council for Southern Maryland (TCCSMD) provides high quality workforce development services to strengthen the regional economy and is the bridge between understanding the talent development needs of local and regional businesses and preparing individuals to meet their full career potential. This position creates and implements strategic plans as directed by the Blueprint for Maryland's Future.

The Blueprint Program Manager is responsible for planning, organizing, and working jointly with partners in providing direction, coordination, and evaluation of the delivery of career advising services to middle and high school students. This position provides supervision of program oversight, quality assurance, compliance monitoring, technical assistance, and effective continuous improvement of in-school career advising services consistent with the goals and performance standards established by governing State laws and the Southern Maryland Workforce Development Board in compliance with the Blueprint for Maryland's Future. This is a grant funded position that may end on 06/30/26.

This is a highly collaborative position requiring extensive knowledge and experience in workforce development, program development and management, and performance management. Responsible for direct supervision of staff and for ensuring that all contractual requirements, performance goals, and reporting are delivered accurately and in a timely fashion.

Essential Duties and Responsibilities:

- Collaborates with partners in planning, directing, and coordinating career advising services at multiple locations in three counties.
- Develops, plans, leads, and coordinates staff development efforts, designed to ensure staff are knowledgeable in all aspects of their job.
- Ensures the accurate and timely reporting of budget information and performance measures, as required by TCCSMD internal reporting requirements, maintaining accurate and accessible data.
- Maintains accurate and accessible records to facilitate reporting of performance data and outcomes, as required; provides documentation and data in a timely fashion, as requested.
- Assists in developing annual budgets in accordance with requirements issued by TCCSMD's Finance Department.
- As required, participates in programmatic and financial audits of assigned program.

- Functions as the point of contact and liaison between TCCSMD, the Southern Maryland Workforce Development Board, the College of Southern Maryland and the public-school systems in Calvert, Charles, and St. Mary's Counties.
- Provides leadership in the development, implementation, and continuous improvement of career advising for public school students.
- Collaborates with partners to identify demand-driven solutions to be implemented in programmatic efforts. Implements best practices of career exploration, career planning, and case management.
- Manages grant performance and budgets.
- Collaborates with partners to perform supervisory functions, including interviewing, performance monitoring, and coaching, to ensure that compliance requirements are met.
- Collaborates with partners to provide constructive feedback, coaching, and training to employees experiencing performance challenges; employs and documents corrective actions as necessary in compliance with applicable policies, procedures, and regulatory requirements.
- Ensures that reporting employees and the work environment present a professional image, consistent with TCCSMD policies and procedures relative to attendance, external communications, professional appearance, etc.
- Oversees the coordination and/or participation in special events in collaboration with TCCSMD internal and external partners as needed.
- Attends and represents organization in meetings, lectures, seminars, and presentations related to program development and related areas of responsibility at the local and state levels as needed
- Performs other duties as assigned by the Director of Regional Workforce and Business Development.

Supervisory Responsibilities:

Supervises the Blueprint Program Specialists.

Knowledge, Skills and Abilities:

- Ability to monitor program operations and provide recommendation for continuous improvement; critical thinking
- Strong interpersonal and active listening skills
- Knowledge of Southern Maryland community, employment and labor market trends
- Ability to communicate effectively and express ideas clearly, both orally and in writing and to produce accurate, detailed reports and presentations
- Available to travel and work weekends/evenings as needed.
- Community advocacy and a commitment to the delivery of exceptionally culturally sensitive programs must be demonstrable.
- Ability to successfully manage multiple existing projects and deadlines with attention to detail while developing new initiatives must be demonstrable.
- Knowledge of the public education system, demographics, and communities is highly recommended.
- Ability to work as a member of a team and to prioritize and organize multiple tasks
- Strong time management skills necessary
- Computer proficiency with Microsoft office applications and the Internet
- Ability to work in a rapidly changing environment
- Ability to demonstrate the Southern Maryland JobSource core values in the performance of position duties. Our values include accountability, respect, integrity, responsiveness, and knowledge.

Qualifications / Required Education and Experience:

- A minimum of a BA/BS degree in Human Services, Public Administration, Education, or a related field.
- Five or more years in Human Services, including a minimum of 3 years of supervisory and program development experience.

Work Environment:

Work is performed primarily in an office setting. Work may require frequent travel to off-site locations for meetings and events.

Physical Demands:

The position requires the ability to operate standard office equipment and keyboards. Must have the ability to lift and carry up to 50 pounds and to walk short distances. Position may require use of a motor vehicle.

Conditions of employment:

- Must have a valid driver's license and daily access to a vehicle.
- Must successfully complete a pre-employment background check,
- Ability to work evenings and weekends as required.

This position is open until filled.

The salary range for this position is \$78,919 - \$85,111. Starting salary based on education and experience. Tri-County Council for Southern Maryland offers a collegial work environment, exciting opportunities for professional growth, and generous benefits, including 10 days of Annual Leave per year; 15 days of Sick Leave per year; 6 Personal Leave days per year; health, vision, prescription, and dental benefits; Term Life Insurance and AD & D; Short-Term/Long-Term Disability; Access Perks, an employee discount program; and a 401(k) plan with a 6% employer match, eligible after 6 months of employment.

Apply Online at: <https://tccsmd.org/work-with-us/>

Affirmative Action / EEO Statement

The Tri-County Council for Southern Maryland is an equal opportunity employer. We do not discriminate in employment opportunities or practices on the basis of race, color, religion, creed, sex, national origin, ancestry, age, marital status, physical or mental disability, sexual orientation, gender identity or expression, veteran status or any other characteristic protected by federal, state or local law.