



### **Position Announcement**

Today's Date: **01/31/2017** Posting #: **8460**

Job title: **Local Hiring Coordinator**

Assignment: **Sagamore Development LLC**

FLSA/ Code/ Status: **Exempt /1225/MAPS unrepresented**

Location: **Eastside Career Center/ 3001 E Madison St., Baltimore**

Starting Salary: **\$ 58,300**

Status: **Regular Fulltime**

### **Overview of Position Duties for the Project Coordinator for the City of Baltimore Local Hiring Law**

Under the direction of the Director of Workforce Development Projects, the Port Covington Local Hiring Coordinator will coordinate, monitor and document the activities of contractors and subcontractors of the Port Covington Development Project regarding the implementation and adherence to the City of Baltimore's Local Hiring law.

### **Essential duties and responsibilities:**

- Reviews hiring activities of contractors and subcontractors related to the Port Covington Development Project
- Examines data, prepares statistical analysis of workforce practices.
- Collaborates with the Baltimore City Local Hiring Coordinator to share data.
- Compares applicable workforce data to the Local Hiring Law (LHL) and prepares reports;
- Evaluates compliance to the LHL for contractors and subcontractors related to the Port Covington Development Project; Presents findings to the Local Hiring Law Review Committee (LHRC) and the Port Covington Local Hiring Committee (PCLHC); Conducts training and / or presents LHL policies and procedures to employers.
- Provides on-going information sessions and trainings for Sagamore Development and contractors related to the Port Covington Development Project and advises on compliance to LHL.
- Communicates and markets employment related services of MOED to employers. Establishes and maintains working relationships with employers.
- Provides administrative staff support to the LHRC and the PCLHC as required and attends regularly scheduled meetings.
- Post new positions with the MOED One Stop Network in alignment with LHL.
- Prepares waiver requests, review packages regarding potential non-compliance with LHL.
- Markets and assist with recruitment in alignment with the LHL.
- Conducts job matching.
- Attends Board of Estimates meetings as necessary.
- Other related duties as assigned.

### **Knowledge, Skills and Abilities required:**

- Solid verbal and written communication skills; skilled public presentation.
- Skilled in the practices and procedures for data collection of labor market / workforce development.
- Skilled in analyzing statistical workforce data.
- Ability to research and write narrative and statistical workforce data reports; present analysis in oral presentations and written form to a diverse audiences in government / public agencies, and private employers;
- Ability to recommend options for addressing problems and challenges within workforce operations with a focus on LHL.
- Ability to interpret City of Baltimore LHL and apply law, rules, regulations and procedures to public and private employers.
- Establish and maintain working relationships with diverse private businesses, and public organizations.
- Ability to speak before governmental bodies in regards to the LHL.

**Education & Experience:**

- A bachelor's degree in Social Science, Public Administration, Economics or related field.
- A minimum of two years of experience in workforce operations, workforce development, or project management in employment and training programs.

**MOED Employees receive priority consideration for open positions and must apply within 5 days of posting.** All other qualified applicants should submit an application and/or resume to the MOED Human Resources Department, 417 E. Fayette Street, Suite 466, Baltimore, MD, 21202; via fax: (410) 396-8132, via email: [resumes@oedworks.com](mailto:resumes@oedworks.com). Please place job title and posting number in the subject line. MOED is an Equal Opportunity Employer.