



Southern Mississippi Planning & Development District

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**BUILDING A STRONGER MISSISSIPPI**

**REGIONAL CAREER NAVIGATOR II  
PROGRAM ADMINISTRATOR  
JOB DESCRIPTION**

**General Statement of Duties:**

The Regional Career Navigator II/Program Administrator will be responsible for the implementation and execution of the Temporary Assistance for Needy Families (TANF) Workforce Training and Education Program (WTEP) program objectives. This position includes grant management administrative work in which the individual has oversight of a state/federal funded program and subordinate personnel. The work includes responsibility for analyzing programmatic issues and requires the exercise of a high degree of independent judgment in the interpretation and application of rules, regulations, and policies. Office location: Gulfport or Hattiesburg SMPDD office, dependent on residency of person chosen.

**Duties and Responsibilities:**

- Serves as liaison between Workforce Manager and the program he/she is overseeing
- Provides administrative leadership and training to subordinate personnel
- Develops policies, procedures, and program directives as needed
- Creates strategies to promote efficiency and improve service delivery of the program
- Plans, directs, and coordinates activities through staff for the success of the program
- Conduct subrecipient monitoring and provides technical assistance as needed
- Maintain updated labor market information to ensure knowledge of high demand occupation included in the TDWDA Sector Strategy plan
- Compiles and submits monthly reports on program activities and performance with recommendations to meet program goals
- Reviews, tracks, and analyzes quarterly benchmark data related to performance outcomes
- Conduct outreach and recruitment activities for TANF participants as needed
- Recruit industry partners to develop participant work-based learning sites as needed
- Maintain confidentiality as it pertains to Career STEP participants
- Ability to travel throughout the 24-county service area as needed to perform job expectations
- Attend required training and meetings

**Knowledge and Skills:**

- Critical thinking skills
- Excellent interpersonal, verbal, and written communication skills
- Ability to work with diverse populations
- General knowledge of federally funded job training programs
- Excellent organizational skills
- Ability to work independently
- Proficient in Microsoft Office programs- Excel
- Strong ability to problem solve

**Education and/or Experience:**

- Bachelor's Degree in Education, Public Administration, Social Work, or related field preferred
- Experience in Grant Management
- Experience working with economically disadvantaged population
- Equivalent combinations of education and experience may be considered

**Reports to:** Workforce Development Manager

*SMPDD/TDWDA is an equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. Those needing TTY assistance may call 800-582-2233.*