

Regional Manager Responsibilities

Responsibilities	Formal	Functional
Daily Oversight		
Day to Day Problem Solving - Consultation as needed as this transcends multiple categories of responsibility		x
Personnel		
Performance Appraisals	x	x
Professional Development Plans	x	
Direct Supervision of Local Supervisors	x	
Staffing - Consultation as needed		x
Interviewing and Hiring Recommendations - Mutual Consultation as needed	x	x
Discipline - Consultation as needed	x	
Corrective Action - Consultation as needed	x	
Grievances - Consultation as needed	x	
Time Management System (TMS)		
Financial		
Expense Account Authorization	x	
Administrative Vouchers & Purchase Requisitions(\$100 to \$250)	x	
Local Workforce Investment Board		
Participate on Local Workforce Boards		x
Serve on WIB Committees		x
Liaison with WIB Staff		x
Report on WIB activities & initiatives		x
Assist in the design of new products & services		x
Partner Relations		
Coordinate DWD services with partner services		x
Negotiate service integration		x
Mediate joint staff issues	x	x
Facilities (Lease Holder)		
Oversee leases & MOU's		x
Address building issues		x
Administer sub-lease arrangements where appropriate		x
Oversee space allocations, shared conference rooms, etc		x
Community Relations		
Report on & respond to community developments related to workforce		x
Participate in community & business activities(i.e. C of C events, ground-breakings, career fairs, etc)		x
Make presentations to business, civic, school and other groups		x
Maintain media contacts		x
Address customer concerns/complaints		x
1-Stop Communications		
Attend training, conferences & meetings		x
Conduct staff meetings		x
Arrange or provide staff training		x
Convey policy updates		x
Participate in workgroups		x
Prepare & submit reports on local activities		x
Programmatic Services		
Maintain knowledge of programs delivered by MO Career Center staff		x
Coordinate local delivery of services with program supervisors		x
Participate in Continuous Improvement Reviews		x
Responsible for meeting negotiated performance rates and obtaining outcomes		x
Work with staff to make service delivery adjustments		x