

YUMA PRIVATE INDUSTRY COUNCIL POSITION DESCRIPTION

Title:	Deputy Administrator
Reports to:	Executive Director
Classification:	Exempt
Revision Date:	February 2026
Start Pay:	\$70,000 Benefits: Medical, Vision, Dental, 401K, STD/LTD, Life Ins.

The Yuma Private Industry Council is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability status, protected veteran status, or any other characteristic protected by law.”

SUMMARY

This position is responsible for direct, hands-on knowledge, interpretation, and application of the Workforce Innovation and Opportunity Act (WIOA), its final regulations, U.S Department of Labor Training and Employment Guidance Letters (TEGLs), and all applicable State and Local Workforce Board policies.

This position serves as the organization’s internal subject-matter expert for WIOA governance and operational compliance and is accountable for ensuring regulatory requirements are correctly understood, implemented, and enforced. Additionally, this position has knowledge of the Arizona Revised Statutes 15-Education.

This position provides executive-level operational oversight of assigned departments, including Information Technology, Finance & Accounting, Workforce Liaison, Facilities, and Charter High School operations. Through the identification of projects and strategic opportunities, this position plays a key role in shaping organizational effectiveness, compliance, and sustainability.

This position ensures compliance of grants, contracts, and internal processes in accordance with funding source requirements. This position assists with financial management, and must maintain a credit score sufficient to hold signatory authority. Employer will seek verification periodically and the Employee acknowledges that the position has substantial financial responsibility will cooperate with Employer obtaining credit reports.

This position requires the ability and expectation to read, analyze, and stay current on regulatory guidance independently; delegation does not remove accountability for compliance, accuracy, or outcomes.

Below is the framework of the essential duties assigned to this position; however, please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

PRIMARY/ESSENTIAL DUTIES AND RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Governance and Compliance with the Workforce Innovation and Opportunity Act (WIOA)

Supporting Skills

- Maintain expert-level, working knowledge of WIOA governance requirements;
- Personally develop, interpret, and ensure compliance with Shared Governance Agreements;
- Develop, interpret and ensure compliance with the Shared Governance Agreement, Workforce Board Conflict of Interest policies and By-Laws;
- Lead coordination and development of the Partners' Memorandum of Understanding (MOU) and Infrastructure Agreement (IFA);
- Lead development, submission, and modification of the four-year local plan;
- Maintain current knowledge of WIOA statutes, Training and Guidance Letters (TEGLs), State and local Policy, and any other pertaining documents;
- Transfer regulatory knowledge to staff through training, guidance, and oversight.

2. Planning and Development of Grant Proposals

Supporting Skills

- Conduct organizational needs assessments and gap analysis;
- Analyze demographic and data relevant to populations served;
- Identify operational strategies aligned with funding opportunities and compliance requirements;
- Interpret grant application and funding guidance;
- Coordinate with pertaining department the development narratives, budgets, benchmarks, evaluation mechanism, and performance measures;

3. Request for Proposals (RFPs) and Contracts

Supporting Skills

- Lead development of RFPs;
- Ensure contracts meet all legal, fiscal, and regulatory requirements;
- Maintain current knowledge of procurement and compliance standards;
- Ensure contracts align with funding and policy requirements.

4. Internal Monitoring and Operational Oversight

Supporting Skills

- Supervise assigned Department Managers, conduct performance evaluations;
- Review operational systems for efficiency, compliance, and effectiveness;
- Ensure corrective actions are implemented and sustained;
- Establish performance expectations and accountability standards;
- Communicate findings, risks, and improvement strategies to the Executive Director.

5. Budget Development and Fiscal Oversight

Supporting Skills

- Collaborate with Executive Director on organizational priorities;
- Review and approve departmental budget requests;
- Monitor expenditures against approved budgets and make adjustments as needed;
- Review and approve payment requests for compliance and allowability;
- Work closely with the Finance & Accounting Manager to ensure fiscal integrity.

6. Charter High School Oversight (Operational & Compliance)

Supporting Skills

- Provide operational and compliance oversight to the Charter High School;
- Ensure alignment with YPIC policies and systems;
- Develop policies, Emergency Operations Plans, Continuity Plans and other complex documents as needed;
- Establish and evaluate performance criteria for School leadership;
- Support compliance with Arizona Department of Education (ADE) requirements;
- Ensure adherence to ADE Statements of Assurance;
- Act as ADE Entity Administrator and/or Grants Management Enterprise User Access Administrator.

7. Serve on the Sr. Management Team of the Organization

Supporting Skills

- Contribute ideas and engage in dialogue concerning critical issues;
- Collaborate with colleagues in planning and implementation;
- Analyze problems, examine solutions, make recommendations;
- Take the initiative in directing the organization's resources toward accomplishment.

8. Other Responsibilities

Supporting Skills

- Maintain primary responsibility for the design of special projects (i.e. rental agreements with San Luis office, Somerton office, Wellton Access point, etc.);
- Create approaches for handling special projects;
- Confer with staff and organizational partners for effective implementation of special projects;
- Implement and evaluate the effectiveness of special projects.
- Develop Continuity Plan adhering to DES-WIOA guidelines

CORPORATE VALUES

Integrity:

- Be a responsible corporate citizen committed to the health & safety of others, compliance with laws, regulations, and company policies;
- Behave in a businesslike manner demonstrating mature, professional actions;
- Be fair, honest, trustworthy, respectful and ethical in all engagements;
- Honor all commitments;
- Be accountable for all actions, success and failures.

Teamwork:

- Be committed to the common goal;
- Perform tasks in a manner that benefits the entire organization;
- Openly communicate up, down, and across the organization;
- Value the diversity of our workforce;
- Show willingness to make adjustment in schedules, and maintain openness to others' ideas of working approaches;
- Willingly share your resources.

Performance/Initiative:

- Focus on what is important, perform careful and thorough work;
- Establish and communicate clear expectations;
- Relentlessly pursue success;
- Strive for flawless execution;
- Work hard, celebrate successes and learn from failures;
- Remain flexible, adapt to change and balance multiple priorities;
- Continuously look for ways to improve self, services and processes;
- Technical and Job knowledge; how well you demonstrate the understanding, knowledge and technical skills required for your job.

Learning:

- Commit to develop and improve throughout your career;
- Actively seek ways to build upon your capabilities;

- Learn from sharing past decisions and actions both good and bad to continuously improve performance;
- Demonstrate a willingness to use new and different approaches in completing tasks and offer resourceful solutions;
- Use creativity and imagination to develop new ideas and approaches;
- Improve by benchmarking and adopting best practices.

Corporate Level Contribution:

- Perform tasks in a manner that benefits the entire organization;
- Seek to consistently improve quantity, quality, accuracy and efficiency;
- Look for small improvements as well as major improvements;
- Identify and eliminate unnecessary work and non-value added activities;
- Optimize time and resources;
- Teamwork: how well you work with others and fit into the corporate culture.

Customer Service:

- Anticipate the needs of those served, and demonstrate true caring;
- Deliver the very best every day to make a difference;
- Continuously look for ways to improve self, services and processes;
- Demonstrate a positive attitude;
- Make and cheerfully spend time to consistently exceed clients' and colleagues' expectations;
- Show humility for the role played in the lives of others;
- Respect co-workers (by being on time, not using sarcasm, etc.), and appreciate similarities & differences of each employee.

ABILITIES:

Ability to independently interpret, apply, explain, and enforce federal and state workforce laws and regulations, including WIOA. Ability to analyze complex compliance issues, make defensible decisions, manage diverse teams, communicate clearly, write policy, conduct presentations, and respond effectively to audits, monitoring, and unexpected issues.

SKILLS:

Basic Skills: Active learning, active listening, critical thinking, Deductive & Inductive reasoning, basic math to include adding, subtracting, multiplication, division, percentages, reading comprehension and professional writing.

Social Skill: Coordination, instructing, negotiation, persuasion, service orientation, social perceptiveness.

Problem Solving Skills: Complex problem solving.

System Skills: Judgement and Decision Making.

Resource Management skills: Time Management.

Computer Skills: Spreadsheets, presentations, internet navigation, word processing, Virtual Meetings, etc.

Other

- Must possess a valid Arizona Driver's License, reliable transportation, and current liability insurance
- Must possess or be able to obtain a Level One Fingerprint Clearance Card
- Must clear a background check with Arizona Department of Child Safety
- **Must maintain a credit score sufficient to hold signatory authority. Employer will seek verification periodically and the Employee acknowledges that the position has substantial financial responsibility will cooperate with Employer obtaining credit reports.** Credit checks will be required once a conditional offer of employment is made.

EDUCATION AND EXPERIENCE

Bachelor's degree required; • Minimum of five (5) years of senior-level management experience in a workforce development, public sector, or compliance-driven organization • Minimum of three (3) years of direct, hands-on experience with WIOA-funded programs, workforce boards, or one-stop systems • Experience must demonstrate personal responsibility for regulatory interpretation and compliance • **Must have extensive knowledge and hands on experience writing policy.** Combination of education and directly related experience may be considered.

WORK ENVIRONMENT

Requires working indoors in environmentally controlled conditions, Job tasks are performed in close physical proximity to other people. The noise level is considered moderate. Travel to multiple sites and locations.

TO APPLY Submit your application to:

Human Resources Assistant- Miriam Amaya

E-mail: mamaya@ypic.com

Or in person to 3834 W 16th Street, Yuma, AZ 85364

Attn: Miriam Amaya

Due date: February 25, 2026 at COB