

**Position Available: Site Administrator for
The PA CareerLink® Lackawanna County**

The Lackawanna County Workforce Investment Board is seeking applicants for a Site Administrator with responsibility for creation, implementation, planning and oversight of a workforce delivery system within a large, one-stop employment and training center. The position reports directly to a PA CareerLink® Consortium of Operators and has functional supervision of multiple partner agencies/organizations. Required skills include, but are not necessarily limited to: verifiable management & leadership skills and abilities; previous fiscal/budgeting experience; knowledge of strategic planning/ program development; use of MS Office; and ability to professionally communicate ideas, both orally and written. Workforce/economic development background preferred. Bachelors Degree or demonstrated equivalent experience. Cover letter with salary requirements listed & resume should be forwarded to: Virginia H. Turano, Executive Director, Lackawanna County Workforce Investment Board, Scranton Enterprise Center, 201 Lackawanna Avenue, Suite 215, Scranton, PA 18503 or through vturano@wiblackawanna.org.

Responses must be received by COB, Monday, May 3, 2010.