

# MassHire Franklin Hampshire Workforce Board

## RFP #2020-01 Career Center Operator/Provider Services

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### Attachment III: Job Descriptions

Using this format, complete a separate Job Description for each Position/Job Classification that will provide WIOA services under the terms of this agreement, whether funded in full, in part, or not at all, with WIOA funds from this program. Please identify the following:

1. Job Title and Program
2. Describe actual job duties or tasks to be performed in relation to the above named WIOA program and job title (or attach job description).
3. Minimum education, experience, and qualifications of the person to perform the above job duties.
4. What is the anticipated amount of time this staff person will provide WIOA-funded services:
  - a. \_\_\_\_\_ hours per day
  - b. \_\_\_\_\_ hours per week
  - c. \_\_\_\_\_ office location(s)
5. What is the anticipated amount of time this staff person will provide WIOA-funded services:
  - a. \_\_\_\_\_ Adult
  - b. \_\_\_\_\_ Dislocated Workers
  - c. \_\_\_\_\_ Business Services
  - d. \_\_\_\_\_ Career Center Operator
  - e. \_\_\_\_\_ office location(s)
6. Title of Immediate Supervisor: (If position needs to be filled, indicate this.)
7. Will the staff person(s) assigned to this position work in other sections/departments with the agency? If so, please describe.