



Workforce Development Deputy Director

The SACRAMENTO EMPLOYMENT AND TRAINING AGENCY (SETA), a joint powers agency of the City and County of Sacramento, was formed in 1978. From its inception SETA has been an effective force in connecting people to jobs, business owners to quality employees, education and nutrition to children, assistance to refugees, and hope to many Sacramento area residents. For additional information, please visit us at www.seta.net.

Position Summary: We are looking for an experienced Workforce Development Deputy Director to oversee the development and administration of Workforce Development programs, including Public Sector Pathways Program, Ticket-to-Work, STEPS, Prison 2 Employment, Refugee Support Services, At-Risk-Youth, Aggie Square Pipeline, and Community Services Block Grant. The ideal candidate will bring strong program management expertise, experience working with various communities and a commitment to equitable workforce pathways.

This is a specialized classification for the top-level management position responsible for the overall operations of the Agency's Workforce Development Program, in conjunction with direction by the Local Workforce Investment Board and SETA Governing Board. The Workforce Development Deputy Director, along with Children and Family Services Deputy Director and Fiscal, Information Technology and Human Resources Chiefs comprise the Executive team. The Executive team collaborates to provide coordinated and consistent direction to the management team and the Agency as a whole. This position reports to SETA's Executive Director.

Examples of Essential Duties:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.

1. Plans, organizes, develops, implements, and coordinates Workforce Development programs;
2. Works collaboratively with the City, County, community-based organizations, employers and business associations, economic development entities, and educational institutions to establish and improve the delivery of workforce development services to neighborhoods, particularly through career centers and training centers;
3. Increases the Agency's resources by writing proposals that establish collaborative partnerships, and/or leverage resources;
4. Develops annual plans for federal funds received by the Workforce Development Department;

5. Conducts procurement for services and activities to meet the needs of the customers of the Workforce Development Department;
6. Develops and administers operating budgets for specific workforce development programs;
7. Tracks, monitors, and evaluates the operations of Workforce Development programs;
8. Coordinates with other Workforce Investment Boards, Community Action Boards, and educational institutions in the state and the region;
9. Coordinates assigned functions with other government agencies;
10. Makes presentations to a variety of Agency boards, including the Workforce Investment Board, the SETA Governing Board, the Head Start Policy Council and the Community Action Board;
11. Makes presentations to community groups and organizations;
12. Evaluates personnel performance;
13. Participates in labor management discussions and union negotiations
14. Provides Financial and program information reports;
15. Prepares written reports;
16. Oversees the selection and training of employees;
17. Assures that all service operations are in compliance with Agency planned and contracted services;
18. Provides complex technical assistance on special projects to the Executive Director as necessary.

Starting Salary: \$150,00/Year Depending on Experience and Qualifications

Benefits:

Medical Benefits (6 plans to choose from)
 Dental Benefits (100% Agency paid for family)
 Life Insurance
 Vision Insurance
 Modern Health – Employee Assistance Program
 Access to the Public Employee Student Loan
 Forgiveness Program
 Management Leave (72 Hours)
 401 A with up to 4% matching

Pension (mandatory contribution required)
 Retirement Health Savings Account and 457 Plan
 Optional Life Insurance
 Paid Holidays (13)
 Paid Vacation
 Paid Sick Leave
 Paid Jury Duty
 Automobile/Parking/Technology Allowance

Minimum Qualifications:

Knowledge of:

- Principles and practices of organization, management, supervision, training and public administration;
- Laws and regulations affecting all direct service programs of the Agency;
- Principles and practices of budget development and fiscal controls;
- Comprehensive knowledge of strategic planning, collaborative goal setting, and performance management for direct service program functions;
- Marketing and public relations principles and techniques;
- Principles and practices of community outreach;
- Program planning, administration and monitoring.

AND

Ability to:

- Plan, organize, supervise, and coordinate the service programs of the Agency;
- Supervise, train, and evaluate assigned personnel;
- Effectively coordinate and direct multiple programs, projects and operations simultaneously;
- Make effective oral and written presentations;
- Prepare and review budgets and financial information;
- Develop budgets and control expenditures;
- Establish and maintain cooperative working relationships with staff;
- Effectively represent SETA's operational programs with other government agencies and concerned people;
- Establish and maintain cooperative working relationships with staff.

Training and Experience: Any combination of training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain this knowledge and abilities would be:

- Advanced educational training in business administration, economics, marketing, public relations, government or a closely related field, and five years of increasingly responsible business management experience. At least three years of this experience should be in a management or supervisory position.

HOW TO APPLY: Copies of degrees, permits and credentials must be attached to application. Open to the public, current employees, and employees eligible for transfer or voluntary demotion.

A completed SETA application must be submitted by the deadline date using the online application via the link below:

[Click Here to Apply](#)

Upon job offer individuals will be required to complete a pre-employment health screening, TB test, and background check. Upon job offer, individual will be required to complete a pre-employment Motor Vehicle Record check.

POSTING DATE: Tuesday, November 25, 2025

FINAL FILING DATE: Thursday, December 18, 2025, at 5 p.m.

SETA is an Equal Opportunity Employer. Auxiliary aids and services are available upon request to individuals with disabilities.