



**National Association of State Workforce Agencies (NASWA)  
Center for Employment Security Education and Research (CESER)  
Project Director - ICON**

**Background on NASWA**

The National Association of State Workforce Agencies (NASWA) is the national organization representing all 50 state workforce agencies, D.C. and U.S. territories. These agencies deliver training, employment, career, and business services, in addition to administering the unemployment insurance, veteran reemployment, and labor market information programs. NASWA provides policy expertise, shares promising state practices, and promotes state innovation and leadership in workforce development.

**Background on CESER**

The Center for Employment Security Education and Research (CESER) is the leading education, research and information technology center focused on workforce development and unemployment insurance issues offering services to a diverse group of stakeholders, most notably state workforce agencies and their federal partners.

**Background on ICON**

The UI Interstate Connection Network [ICON] system is a critical component in the national Unemployment Insurance [UI] technical framework. ICON serves as a data exchange system for thirty different business applications between all state UI systems. NASWA will have responsibility for both management of the operations of the current system and modernization of the system in the future.

**Brief Overview of Position**

The NASWA ICON Project Director is responsible for the overall management, delivery, and execution of all ICON activities and operations, including the transition of the system from the State of Maryland to NASWA and the future modernization of the system. S/he is charged with maintaining and overseeing the current system, in partnership with USDOL, the vendor, and partnering with the UI Interstate Benefits Subcommittee on the work and direction of the ICON.

The ICON Project Director will regularly work with a variety of stakeholders and must be have understand the importance of these relationships. S/he must also have the ability to develop collaborative partnerships with Project Managers, IT professionals, vendors and stakeholders.

Candidate must be comfortable working on and with a virtual team.

**Roles and Responsibilities**



- Provide executive level management of all ICON operations;
- Develop and maintain a vision and goals for the ICON Project and consistently lead toward those objectives; In collaboration with stakeholders and NASWA leadership.
- Ensure that the activities and efforts of the ICON Project align at all times with the needs and desires of states;
- Garner and maintain the support of states as measured by their individual involvement and engagement with ICON and the modernization project, particularly in coordinating and synchronizing states' transition to the modernized ICON system.
- Manage the procurement processes necessary to procure vendor(s).
- Manage the administration of the ICON Project with the Vendor(s), USDOL and UI IB Subcommittee;
- Maintain constant and effective communications with USDOL stakeholders;
- Maintain regular communications with all vendors involved in the project and oversee their work, timeliness, completion and support of the project(s)
- Maintain awareness and oversight of project finances, including internal budgets, expenses, funding streams and provide any required reports;
- Present project updates to the NASWA Board of Directors and other stakeholders as appropriate and as requested.
- Manage the NASWA ICON project staff.

### **Competencies**

- Proven leadership with the ability to set a vision and plan for strategic operations.
- Proven successful ability to build and maintain relationships with stakeholders at all levels of an organization.
- A proven ability to oversee the financial aspects of projects and operations, including compliance with the Cost Principles of 2CFR 200.
- Proficient with Microsoft Office suite
- Strong background and understanding of the federal Unemployment Insurance program.
- Excellent communication, writing, presentation, facilitation, listening, and public speaking skills.
- Willingness to travel, including regular trips to DC if not based there
- Knowledge of and experience with oversight of large technology projects
- Understanding of the information technology development life-cycle, including transition from legacy systems to modernized systems (platforms, architecture and software)
- Solid organizational skills including attention to detail and multi-tasking skills.
- Must be punctual, reliable, responsible, composed, honest, ethical, tolerant of differences, and flexible.



- Effective time and task management skills

### **Experience**

#### **Required**

- 10+ years in a senior level management role
- 8+ years IT Experience  
(post-graduate education or training included)

#### **Preferred**

- 4+ years working in the Unemployment Insurance and/or ICON program
- Experience replacing legacy IT Systems

### **Education (including credentials, certificates, ec)**

- Bachelor's degree in relevant field; or
- Bachelor's degree along with experience in relevant field

### **Job Details**

Location: The position is a remote/telework position.

Title: ICON Project Director

Report to: Ellen Golombek, NASWA Deputy Executive Director

Term: Full-Time

Salary Range: \$135,000 - \$160,000

Travel Requirements: Regular travel to various states and NASWA meetings, including regular travel to Washington, DC

How to Apply: Submit cover letter and resume by July 20, 2018 to: [egolombek@NASWA.org](mailto:egolombek@NASWA.org)