

WORKFORCE DEVELOPMENT DIRECTOR

GENERAL STATEMENT OF DUTIES

Performs high-level managerial work in directing the staff and programs under the Workforce Innovation and Opportunity Act (WIOA) for the region.

DISTINGUISHING FEATURES OF THE CLASS

Work in this class plans, implements, and directs workforce development activities and works directly with the Southwestern Workforce Development Board. Work includes carrying out the policies of the board and administering day-to-day initiatives and programs in accordance with legal responsibilities and Board values. Work requires a high degree of independence, judgment, communication, and decision-making. Public contact is considerable and varied, having regular contact with private sector interests, community colleges, service providers, clients and others. Financial management and budgeting for program activities is an important part of the duties as is maintaining compliance with program guidelines. Work is performed under the supervision of the Executive Director. Supervision is exercised over program staff.

TYPICAL TASKS

- * Formulates, implements, and reviews short and long-term Workforce Development program policies, objectives, goals, and plan.
- * Prepares, monitors, and controls division budget for allocated funds in a responsible manner.
- * Designs and administers training and employment programs in accordance with WIOA provisions.
- * Establishes effective procedures to audit, monitor, and evaluate the department's objectives.
- * Designs, negotiates, and processes program subcontracts for the delivery of services and activities.
- * Supervises the Workforce Development Department's staff.
- * Submits reports in a timely manner and makes recommendations to appropriate committees, agencies, and governmental units.
- * Meets and communicates effectively with state and federal program and fiscal monitors to ensure adherence to policies, regulations, directives, and recommendations.
- * Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the Workforce Innovation and Opportunity Act and the programs resulting from the act.

Knowledge of program rules, requirements and guidelines.

Considerable knowledge of the service delivery agencies of the region.

Ability to manage a multitude of programs.

Ability to plan for effective programs and services.

Ability to establish and maintain effective working relationships with a variety of diverse constituent groups.

Ability to develop and manage budgets.

Ability to plan and manage time.

Ability to apply program guidelines to program activities.

Ability to work with a variety of different agencies including for-profit, non-profit and governmental.

Ability to supervise staff housed in different locations.

DESIRABLE EDUCATION AND TRAINING

Any combination of education and training equivalent to graduation from a four-year college or university with a degree in business administration, public administration or related field and extensive experience working in employment programs. A master's degree in a field related to the work is preferred.

PHYSICAL REQUIREMENTS

Work in this class is generally sedentary. Work does require the ability to talk to program participants, see printed materials and a computer screen, and the physical dexterity to operate a motor vehicle and office equipment. Work is required outside of the office so the ability to travel is a requirement of the job.

SPECIAL REQUIREMENTS

Possession of a valid North Carolina driver's license and a satisfactory driving record.

FLSA STATUS

Exempt