



Director, Workforce Development Board

General Statement of Duties

The Workforce Development Director plans, implements, and directs workforce development activities, serving as chief executive officer of the Region C Workforce Development Board, carrying out its policies and administering day to day activities and programs in accordance with legal responsibilities and Board philosophies and values. The Workforce Development Director's role is to represent and advance the Workforce Development Board's position to Local Elected Officials, the media, the general public, business and civic leaders, and workforce development organizations, and to build consensus in the interest of developing a workforce to meet the needs of the area's economy. Responsibilities fall into the following major categories: policy and system building; member support; external relations; administration; compliance. Departmental supervision is exercised over assigned personnel. The Director and staff are employees of the Isothermal Planning and Development Commission, which has been selected by the Workforce Development Consortium to act as its administrator. The Director also reports to and takes policy guidance from the Workforce Development Board, the governance and policy-making body for the local Workforce Development Area.

Work requires independent judgment and initiative. Work is performed primarily in an office environment, with the potential of a split in-office/remote work schedule.

Select Duties and Responsibilities

- Serve as chief executive officer of the Workforce Development Board, providing training to new members; organizing Board development and strategic planning efforts; collaborating with the Chair to schedule Board meetings, develop agendas, and disseminate meeting materials; informing membership of relevant issues; maintaining

Board membership in accordance with legislation and bylaws; assisting Board in fulfilling its legal and ethical obligations.

- Guide the Board in preparation of strategic plan and other community leadership publications; serve as official spokesperson for the Board; serve as Board liaison with local governments, organizations, businesses, and other entities with an interest in workforce development issues
- Build community and organizational relationships. Lead efforts to implement innovative and effective initiatives and services through the Workforce Innovation and Opportunity Act and other funding sources Develop broad policy guidance to direct regional career, job training, and employment initiatives.
- Ensure development of Local Area workforce plans, policies and procedures, modifications, and budgets by department staff and in keeping with Board policy
- Coordinate development of department budget; monitor expenditures of department funds; analyze data, operational, and management reports for the region; prepare, review, and submit reports concerning activities, budget, expenses, and other items affecting program service
- Guide staff in preparation of policies for the NCWorks Career Center System, the Workforce Innovation and Opportunity Act, and such other systems and legislation as may fall under the Department's purview; review progress of centers toward goals described in business plans and report progress and discrepancies to the Board; direct continuous improvement campaigns for NCWorks centers; advocate and lead effort to build regional one-stop career center system
- Performs related duties as required

Knowledge, Skills, and Abilities

Position requires the following skills:

- strong leadership skills
- effective written and oral communication abilities, including the ability to speak comfortably before large audiences and to engage in open dialogue

- ability to convey complex concepts accurately and succinctly to distinctly different audiences, (both orally and in writing)
- ability to build consensus among workforce system stakeholders
- knowledge and skill regarding administration of an entity with responsibility to oversee multi-million dollar programs, grants, and administrative processes
- strong commitment to improving employment and economic opportunities for all members of the community
- thorough knowledge of federal and state workforce development and other pertinent legislation, regulations, policies, and procedures
- thorough knowledge of the state's open meetings requirements
- general knowledge of and ability to operate personal computers, associated software applications, hardware and peripheral equipment
- thorough understanding of and ability to effectively use social media and other 21st century communication tools to advance the goals of the WDB
- demonstrated support for diversity within department and among contracted organizations
- understanding of and commitment to continuous quality improvement processes
- ability to work and manage effectively in dynamic and rapidly changing environment
- capable of multi-tasking in a complex organizational setting

Desired Education and Experience

Requires Baccalaureate degree with coursework in business administration, public administration, political science, or related field and extensive experience in planning and development, budget planning and oversight, leadership, and facilitation and negotiation. Requires at least five years of progressively responsible management experience, including experience working with boards, commissions, and other policy-making officials. Requires considerable supervisory experience. Preferred: management experience in directly-related field; knowledge of WIOA legislation strongly preferred. Equivalent combination of education and experience may be considered.

Salary will be based on qualifications and experience, with expected starting range to be \$64,000 to \$66,000. Excellent benefits package includes health, dental, vision, and participation in the NCLGERS.

Send cover letter, resume, and references to Steve Lockett, Executive Director, IPDC, 111 West Court St., Rutherfordton, NC 28139 or slockett@regionc.org. The position will remain open until filled.