

WORKFORCE DEVELOPMENT BOARD DIRECTOR

FUNCTION OF THE JOB

Under direction, to be responsible for the overall direction and leadership of the joint job training systems and initiatives as directed by the Waukesha Ozaukee Washington Workforce Development Board; and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Provides direction and overall management of the job training systems for the tri county consortium.
2. Develops and implements policies, programs, and activities consistent with Workforce Innovation and Opportunity Act (WIOA), other grants and job training programs, ensures compliance of all related activities.
3. Provides executive support and leadership to the WOW Board and sub-committees through the development of policy recommendations for their consideration and adoption.
4. Provides staff support to elected and appointed County leaders and makes policy recommendations on job training programs.
5. Manages with the assistance of County staff the financial and administrative systems which includes budgeting, sub-contracting, and the accounting of expenditures.
6. Monitors and evaluates the efficiency and effectiveness of job training programs and prepares reports.
7. Advises on policy issues, strategic initiatives, and funding sources.
8. Directs the management of the marketing, planning, evaluation, and program oversight of the workforce system.
9. Establishes synergies with partner agencies through maintaining knowledge of programs and services, and works with these agencies to improve coordinated services that benefit both employers and job seekers.
10. Works with the business leaders, partner agencies, and other stakeholders, to develop and propose a strategic plan to address the primary business objectives and goals of the Workforce Development Board.
11. Directs the selection, supervision, evaluation, and training of assigned staff.
12. Manage the recruitment, engagement, and education of board and committee members.
13. Represent the WOW Workforce Development Board to professional groups, local and state governments, community agencies, the media, and the general public.
14. Establishes and maintains effective working relationships with staff, sub-agents, public and private employers, local government officials, and the public.
15. Perform other related duties as assigned.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Thorough knowledge of leadership and effective communication principles and practices.
2. Thorough knowledge of federal and state laws, regulations, standards, and policies related to employment and training programs and services, standards, and other job development programs.
3. Comprehensive knowledge of policy analysis and problem solving principles and practices.
4. Considerable knowledge of public information and public relations principles and practices.
5. Considerable knowledge of financial and budgeting principles and practices.
6. Ability to utilize appropriate technology.
7. Ability to plan, prioritize, and complete complex tasks.
8. Ability to make decisions and resolve conflict.

QUALIFICATIONS

Essential Knowledge and Abilities (continued)

9. Ability to communicate effectively ideas in a verbal or written format.
10. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.

Training and Experience

1. A bachelor's degree from a recognized college or university in public or business administration, business management, social work, human resources or other related area.
2. Five years of responsible, professional work experience in business administration, management, social work or other related area performing administrative, programmatic, policy or procedural research, analysis and planning.
3. A master's degree from a recognized college or university in public or business administration, business management, social work, human resources, or a closely related field may substitute for one year of work experience.