

North Central Wisconsin Workforce Development Board -Job Description



POSITION: EXECUTIVE DIRECTOR, FULL-TIME POSITION (EXEMPT ADMIN)

SUMMARY:

This position is responsible for the daily management and direction of the North Central Wisconsin Workforce Development Board. This position will serve as the chief managing officer of NCWWDB with authority, subject to the policies prescribed by the Board of Directors. The responsibilities include planning, implementing and evaluating activities of the organization by performing the following duties personally or through subordinate managers/staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Take a leadership role in formulating and articulating NCWWDB's vision and mission
- Execute major policies, programs/objectives, and strategic and tactical plans to ensure organizational effectiveness
- Direct the overall development, implementation and adherence to the comprehensive local Workforce Innovation & Opportunity Act (WIOA) Plan
- Develop and provide oversight of the annual budget, program budgets, and procurement processes; ensure sound financial management practices and fiscal compliance with all applicable rules and regulations
- Provide oversight of contracted service providers, ensuring maximum performance on measurable outcomes and other stated goals, and taking corrective action when necessary
- Provide supervision to all staff and ensure compliance with NCWWDB employee policies; perform all related human resource functions including: developing job descriptions, hiring /terminating, and motivating and assessing employee performance
- Develop policy recommendations for Board of Directors/Chief Elected Officials (CEOs) consideration and implement decisions made by the Board and/or CEOs; serve as staff and regularly communicate with the Board and CEOs
- Coordinate with other employment and training organizations, educational institutions, economic development organizations, foundations, etc. to foster collaborative workforce development across the nine-county Workforce Development Area, taking a leadership role when appropriate
- Serve on local, regional and state project workgroups, as appropriate, to promote the growth and development of the NCWWDB
- Oversee organizational communication with partners, governmental units/legislators, and the public. Serve as the lead in communicating with community organizations stakeholder groups, and the media

QUALIFICATION REQUIREMENTS:

The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- B.A./B.S. degree in related field, and
- Minimum of five years of related work experience

Language Skills:

- Effective written and oral communication skills, with the capability of articulating the NCWWDB's vision with stakeholders

Mathematical Skills:

- Experience in general aspects of financial management, preferably in a public administration setting

Analytical Skills:

- Ability to conceptualize, organize, evaluate, and analyze
- Broad knowledge and experience in employment and training programming, including the WIOA and related programs, grant/program development and procurement

Other Skills and Abilities:

- Possess leadership qualities
- Passion for excellent customer service and the dual customer "customer experience"
- Proven ability to execute multiple projects
- Effective interpersonal skills
- Competency in word processing and spreadsheet software
- Ability to travel throughout the nine county area

To apply, please submit resume to jspencer@ncwwdb.org