

WORKFORCE INVESTMENT BOARD EXECUTIVE DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: The incumbent leads the Workforce Investment Board's (WIB) efforts in implementing an innovative and effective program that offers employment and training services with funds provided by the Workforce Innovation & Opportunity Act (WIOA). As the principle policy making body for the local Capital Region Workforce Investment Area, the Workforce Investment Board and its Executive Director will not be involved with day-to-day operations of the workforce development system. The Executive Director serves as the WIB's principal officer to ensure that their vision, goals, and objectives and policies are being met by the Career Center's operators and that the WIB is able to meet all the federal and state requirements applicable to its funding sources. The Executive Director position is appointed by the Administrative Board of the WIB. The work is performed under administrative direction with leeway allowed for the exercise of independent judgement. General supervision is exercised over subordinate employees.

TYPICAL WORK ACTIVITIES:

- Prepares plans and policies for the Career Centers' delivery system for the approval of Local Chief Elected Officials and the WIB;
- Oversees the performance measurements and standards as established by the state and local Workforce Investment Board as a participant in the Administrative Board of the WIB;
- Oversees a fiscal system that meets or exceeds the requirements of the federal and local law, regulations and other organizations providing funding to the WIB;
- Promotes the Workforce Investment Board and Career Center delivery system through public outreach;
- Plays a leadership role in collaborations with agencies and organizations within the Workforce Investment Area and the Career Center partners to ensure maximum teamwork and integration of efforts and services as reflected in the development of a Memorandum of Understanding among system partners;
- Prepares an annual budget for the system Memorandum of Understanding;
- Represents the WIB to the private sector and assist with the cultivation and recruitment of private sector decision makers for involvement with WIB activities including potential board membership;
- Prepares proposals and seeks alternative funding to support the programs and goals and objectives of the WIB, including exploring innovative and leading edge opportunities in workforce employment training and related services areas;
- Encourages and supports regional planning and integration of services as to maximize resources and improves the quality and depth of services to all customers;
- Provides oversight, monitoring and evaluation of operators, service providers, training providers and other entities that become part of the Career Centers' delivery system;

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- Serves as the chief staff officer to the WIB, providing staff support for all WIB board and council meetings, at direction of the WIB Chair, prepare materials, background and agendas, and attend all WIB meetings; and, recruit, select and supervise all administrative staff who directly provide support for the WIB;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of labor and poverty economics and social science concepts related to poverty and unemployment;
- Thorough knowledge of local occupational conditions and trends;
- Good knowledge of concepts and methods used in the development and maintenance of management information systems;
- Ability to plan and supervise the work of others;
- Ability to establish and maintain effective working relationships with customers of the agency;
- Ability to prepare complex and detailed tabular and narrative reports;
- Ability to analyze and interpret complex data;
- Ability to deal with others tactfully and effectively;
- Integrity;
- Accuracy;
- Resourcefulness;
- Good judgment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with an Bachelor's Degree or higher in public administration, business, industrial/labor relations or a closely related field and Ten (10) years of professional fulltime paid experience in employment and training programs; **OR**
- B. Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree in public administration, business, industrial/labor relations or a closely related field and fifteen (15) years of fulltime paid experience as defined by the limits of (a); **OR**
- C. Any equivalent combination of training and experience as defined by the limits of (A), or (B) above.