

Southeast Arkansas Economic Development District, Inc.

JOB ANNOUNCEMENT:

Workforce Innovation & Opportunity Act (WIOA) Position Available:

Director of Workforce Development

Seeking skilled candidates who meet the qualifications described below:

Please send cover letter, resume' and SEAEDD Employment Application (download from website) to:

Melody Mosler, Executive Assistant– SEAEDD, Inc.

Via email to: melody@southeastarkansas.org

Position open until filled. *No phone calls please.*

JOB DESCRIPTION

JOB TITLE: Director of Workforce Development/SEAWDB Director

LOCATION: SEAEDD
721 S. Walnut St., Pine Bluff, AR 71601

SUPERVISOR: Executive Director

CLASSIFICATION: Full Time, Exempt

DESCRIPTION:

The Director of Workforce Development/SEAWDB (Southeast Arkansas Workforce Development Board) Director shall be responsible for the leadership role in the implementation and preservation of the Workforce Innovation and Opportunity (WIOA) Act within the Southeast Arkansas Workforce Development Area. The Director leads the Local Workforce Development Board (LWDB) staff to meet the program goals, fulfill the mission, and pursue the vision of the Board. The Director accepts and executes all required managerial and administrative responsibilities of the department. The Director is responsible for the successful management, lawfully compliant administration, skilled operational performance, and financial integrity of all procedures, programs, and activities of the SEAWDB. The Director works closely with the Executive Director of the Fiscal Agent, leadership of the One-Stop Operator and WIOA Title I-B Service Provider entitie(s).

RESPONSIBILITIES/DUTIES:

- Operate in compliance with all applicable federal, state, and local standards in the performance of the essential functions of the position; ensure SEAWDB and its agencies are in compliance with the applicable regulations by monitoring all workforce development programs.
- Ensure the appointment and maintenance of a certified LWDB.
- Understand, interpret, and assist in the construction of board policy for implementation of State and Federal regulations.
- Implement orientation and ongoing training of SEAWDB members to ensure their confidence and capacity of carrying forth the mission of the board.

- Review, develop and execute the SEAWDB strategy and local/regional plan; pursue, evaluate, and recommend business and technology alliances and strategic partnerships to the SEAWDB.
- Implement, coordinate, and maintain a comprehensive and integrated workforce development marketing strategy.
- Translate SEAWDB and the Chief Elected Officials (CEOs) policies and mandates into effective operational procedures to meet the needs of workforce development programs.
- Oversee all phases of the administration of the SEAWDB including personnel, local and regional planning, budget oversight, proposal development, contract management, monitoring and evaluation of programs, and community relations.
- Supervise workforce board/administrative staff.
- Assist Board Chairman in planning and conducting SEAWDB and CEO meetings.
- Oversee the development and implementation of an operational plan for the Arkansas Workforce Centers.
- Coordinate partner activities related to One-Stop Infrastructure Funding Agreement and MOU's including budgeting, cost-sharing negotiations, and capacity-building activities.
- Monitor information systems to meet budget guidelines and negotiated performance levels.
- Provide oversight and monitoring of program operations and deliver strategies for service providers.
- Initiate and maintain quality and continuous improvement principles/techniques within the workforce development system.
- Provide visible leadership to the SEAWDB's efforts to engage the business community in developing approaches to meet the workforce needs of the businesses in Southeast Arkansas.
- Proactively plan and coordinate with local education agencies, economic development agencies, business partners, One-Stop Operator, WIOA Title I-B Service Providers, Partners, and community-based organizations to leverage resources and integrate service delivery without duplication of efforts.
- Coordinate visits by Federal and State Auditors and Program Monitors, and external monitors and meet with representatives of these groups, answer questions, resolve issues, clarify situations, and assist in any manner necessary.
- Ensure all operations comply with the Sunshine Provision Law and Freedom of Information Act and provide complete transparency.
- Perform other duties as assigned

SKILLS/QUALIFICATIONS:

- Formal Equivalent of a Bachelor's Degree in Workforce Development, Community Development, Business, Public Administration, Human Resources, Law, or related field from an accredited College or University; Master's degree preferred; Relevant and related work experience may be substituted.
- Ten years of experience in a supervisory and leadership capacity.
- Strong leadership skills; able to manage diverse and creative teams; demonstrate good judgment in structuring a professional environment while maintaining a highly dynamic, creative, and productive department.
- Self-Ability to manage one's time efficiently, problem-solve and be self-sufficient while working with little supervision, but with high ethical standards.
- Regular, reliable, and non-disruptive attendance is an essential job duty, as is the ability to create and maintain collegial, harmonious working relationships with others.
- An advanced skill set in word processing, communications, preparation of reports, data entry and other administrative skills.
- Excellent communication skills – written and verbal.
- Extremely organized and detail oriented, ability to prioritize projects, multi-task, strong problem-solving skills and good research skills.
- Proficiency in understanding protocol while communicating with colleagues, partners, and leaders in the community.
- Knowledge of general business operations, etiquette, and practices
- A dynamic, positive self-starter
- Ability to handle multiple projects with the understanding of urgency in meeting impending deadlines

SPECIAL WORK CONDITIONS:

Must have reliable transportation and valid Arkansas driver's license

Ability to travel in state, including overnight stays

Southeast Arkansas Economic Development District, Inc is an Equal Opportunity/Affirmative Action Employer.