

June 20, 2018

The Board of Athens County Commissioners will be accepting applications and resumes for the position of **Workforce Development Board Director**. Salary negotiable based on experience and qualifications.

Position Description: Workforce Development Board Director

The Workforce Development Board Director is responsible for planning, organizing, directing, coordinating and evaluating Workforce Development Board (WDB) activities for Ohio Workforce Area 14 (Athens, Meigs, and Perry counties). This is a single position classification reporting to the Athens County Commissioners and accountable to the Workforce Development Board for policy and statutory oversight consistent with the Workforce Innovation and Opportunities Act (WIOA). The incumbent develops strategies and policies on workforce development issues; works with the WDB and subcommittees to develop performance goals for the local area and the negotiation of those goals with the State officials; works closely with the WDB's Fiscal Agent to assist with preparing and presenting budget recommendations and modifications for the WIOA allocations to the WDB, develops measures of outcomes and financial performance and ensures federal and state requirements are met; collaborates with regional partners to develop regional workforce development policies; represents the WDB to the private sector and assists with the cultivation and recruitment of private sector decision makers for involvement in WDB activities; provides procurement, oversight, monitoring and evaluation of operators, service providers, training providers and other entities that become part of the OhioMeansJobs delivery system; provides staff support for all WDB board and council meetings; recruits and selects administrative staff who directly provide support to the WDB; links the activities of the WDB with workforce development and economic development entities; provides technical assistance to Area 14 workforce development providers.

Required Knowledge: Knowledge of WIOA rules and regulations, occupation data and labor market trends and current workforce development practices; goals and objectives of workforce development, including the OhioMeansJobs system; federal and state laws, rules and regulations as they pertain to workforce activities with other community or governmental partners; the principles and practices of supervision, training

and personnel management; program planning, administration, coordination and evaluation; some knowledge of local government organization and operations and of the inter-relationships between County, Federal and State government and community organizations; community needs and public and private community resources; and current developments and trends in workforce development.

Required Abilities: Work effectively with board members, workforce development staff, elected and appointed officials, other government employees and community based organizations and the general public; understand, interpret and implement complex policies and federal and state regulations; communicate effectively both verbally and in writing; exercise initiative, ingenuity and sound judgment to solve difficult administrative issues; evaluate programs; train and orient staff; develop, negotiate and monitor funding sources; scan the horizon for workforce trends and anticipate regional need for labor/employment opportunities.

Minimum Requirements:

- Bachelor's Degree in Public Administration, Social Sciences or Social Work, or related field with demonstrative relevancy to the required knowledge and abilities; and
- Experience and/or training that provides the required knowledge and abilities

Special Requirements: Position is full-time/permanent, but may require flexible working hours to accommodate the needs of the WDB; Possession of a valid Ohio Driver License is required; position requires frequent travel for meetings, conferences, and trainings; Position may require remote work from home to efficiently coordinate communication and activities across a large geographical area.

Application and job description are available online at co.athensoh.org, under **Commissioner/ Employment**. Submit application and resume to: 15 South Court Street, Athens, Ohio 45701, and should be returned no later than July 9, 2018 at 4:00 p.m. Affirmative Action Employer