

## **WIOA Director**

Local Workforce Development Board (LWDB) – LWDA 7 (Upper Cumberland)

The WIOA 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 executive responsibilities of the department; accepts and, as appropriate, may delegate managerial, administrative, operational, and financial, responsibilities of the department to other, qualified employees. In fulfilling this leadership role and executive responsibility, the Director executes such authority as is equal to the challenge and the responsibility of carrying out the directives of the LWDB. 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 LWDB. The Director's additional obligations to the Board include informed development of its strategic vision and planning, implementation and oversight of specific Board initiatives, development and facilitation of community partnerships advancing the Board's goals, and the ongoing maintenance of the LWDB's relationships with federal, state and local funding sources. The Director assures and regularly provides or presents adequate analytical information, including performance indicators, to assist the Board's oversight and decision making process.

The Director must be operationally familiar with rules and regulations of WIOA and other applicable public laws including, but not limited to, the Office of Management and Budget Uniform Guidance, the Tennessee Department of Labor and Workforce Development (TDLWD) directives and policy, and all applicable state and federal law. At all times the Director represents the Local Workforce Development Board and the Local Elected Officials (LEOs) and develops professional and systematic practices promoting the vision, mission and goals of these Boards.

### **RESPONSIBILITIES**

- Operate in compliance with all applicable federal, state and local standards in the performance of the essential functions of the position; ensure LWDB and its agencies are in compliance with the applicable regulations by monitoring all workforce development programs.
- Ensure the appointment and maintenance of an approved LWDB.
- Understand, interpret, and provide policy options for implementation of State and Federal regulations and policies.
- Implement orientation and ongoing training of LWDB members as necessary to ensure members feel confident and capable of carrying forth the mission of the WDB.
- Review, evolve and execute the LWDB strategy; pursue, evaluate and recommend business and technology alliances and strategic partnerships to the LWDB.
- Implement, coordinate and maintain a comprehensive and integrated workforce development marketing strategy.
- Translate LWDB and the Board of Local Elected Officials (LEOs) policies and mandates into effective operational procedures to meet the needs of workforce development programs.
- Oversee all phases of the administration of the LWDB including personnel, local and regional planning, budget oversight, proposal development, contract management, monitoring and evaluation of programs, and community relations.
- Oversee the development and implementation of an annual operational plan for the local American Job Centers, including budgeting, cost-sharing negotiations and capacity-building activities.
- Monitor information systems' (Virtual One Stop [VOS], Grants4TN) 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, including customer satisfaction/feedback mechanisms and process mapping to eliminate repetitive and duplicative efforts.
- Provide visible leadership to the LWDB's efforts to engage the business community in developing approaches to meet the workforce needs of the businesses in the local area.
- Proactively plan and coordinate with local education agencies, economic development agencies, other public agencies, business partners, One-Stop Operators and Partners, and community-based organizations to leverage resources and integrate service delivery without duplication of efforts.
- Contribute to LWDB's mission and success in reaching goals by accepting ownership of new and different assignments and requests; explores opportunities to add value to job accomplishments.
- Coordinate visits by State Auditors and Program Monitors, meet with representatives of these groups, answer questions, resolve issues, clarify situations, and assist in any manner necessary.
- Ensure all operations comply with the Tennessee Open Meeting Act and provide complete transparency.
- Perform other duties as may be assigned.

## **REQUIREMENTS**

- Significant familiarity with Tennessee's efforts to improve workforce quality, including the Workforce Innovation and Opportunity Act, Tennessee Department of Labor and Workforce Development, DOL/ETA, and the Governor's Workforce Sub-Cabinet.
- Ability to understand and comply with WIOA and LWDB policies and procedures.
- Extensive knowledge and experience in case management and employment practices.
- Experience in linking clients to partner and community resources for employment opportunities.
- Knowledge of sound business and program management practices; including creating a vision, establishing objectives and implementing a strategic local and regional WIOA plan.
- Demonstrated ability to build strategic partnerships and alliances.
- 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.
- Understanding of the important role of compliance in the success of organizations, including monitoring.
- Understanding of strategic planning, business research, budgets, including contract and fiscal administration.
- Possess superior communication skills, both written and verbal; ability to communicate a passion about communicating, selling and implementing the Board's vision and strategic objectives.
- Possess strong team orientation with the ability to collaborate, influence, build consensus and negotiate.
- Highly detail oriented, maintaining attention to continuity, project sustainability, and quality.
- Self-directed and able to deliver on objectives in a timely manner and in a high demand environment.
- Demonstrated tactical, analytical, problem solving, decision making and conflict resolution skills.

- Computer literate, specifically MS Office applications, Jobs4TN, and Grants4TN.
- Able to travel; essential responsibilities of the job will require occasional overnight travel.

### **EDUCATION & WORK EXPERIENCE**

- Bachelor's Degree in Economics, Marketing, Finance, Public Administration, Education or a related field.
- Demonstrated experience in executive and daily operational leadership positions under the direction of a nonprofit or private sector Board of Directors and/or Executive Team.
- Demonstrated multidisciplinary management experience across business development, marketing, finance and operational functions.

Job Type: Full-time

Job Location:

- Cookeville, TN

Required education:

- Bachelor's

Required experience:

- Workforce Planning: 2 years

Required license or certification:

- Valid driver's license