

SUMMARY: The Workforce Development Director plans, implements, and directs workforce development activities, serving as chief executive officer of the Chemung Schuyler Steuben Workforce Development Board, carrying out its policies and administering day-to-day activities and programs in accordance with legal responsibilities and Board philosophies and values.

Essential Duties and Responsibilities

Serve as chief executive officer of the Workforce Development Board, providing training to new members; organizing Board development and strategic planning efforts; collaborating with the Chair to schedule Board meetings, develop agendas, and disseminate meeting materials; informing membership of relevant issues; maintaining Board membership in accordance with legislation and bylaws; assisting Board in fulfilling its legal and ethical obligations.

Staff appropriate Board committee(s), working closely with committee chair to schedule meetings, plan agenda and ensure assignments and expectations are carried out; coordinate other Board committee work with department staff to ensure staffing and implementation of Board and committee policies and recommendations.

Guide the Board in preparation of strategic plan and other community leadership publications; serve as official spokesperson for the Board; serve as Board liaison with local governments, organizations, businesses, and other entities with an interest in workforce development issues.

Establishes current and long-range goals, plans and policies, subject to approval by the Board of Directors and/or are subject to the authority vested in the position of the Executive Director.

Dispense advice, guidance, direction and authorization to carry out plans and procedures, consistent with laws, regulations and policies issued by the appropriate funding sources and Board of Directors.

Oversee the adequacy and soundness of the organization's financial, procurement, personnel, programmatic, monitoring, operational and other administrative requirements.

Assures compliance with required performance plans and outcomes as required by Federal, State and local performance standards. Executes, through delegation to appropriate management staff, the implementation of policies and procedures necessary to achieve the performance objectives of the organization, compares them to established objectives, and takes steps to ensure that appropriate measures are taken to correct unsatisfactory results.

Plans and directs all negotiations pertaining to the award of grants, sub-grants, contracts, agreements, joint ventures and the acquisition of goods and services in accordance with the approved policies and procedures of the organization.

Direct and oversee department staff in assignment and conduct of their respective responsibilities to include hiring, training, coaching, evaluating, disciplining, and recommendation for change in status, including promotion, demotion, suspension, and termination.

Establishes and maintains an effective system of communications with area business leaders and training providers as well as throughout the organization.

Represents the organization at all functions.

Knowledge, Skills, and Abilities

Position requires the following skills: strong leadership skills; effective written and oral communication abilities, including the ability to speak comfortably before large audiences and to engage in open dialogue; ability to convey complex concepts accurately and succinctly to distinctly different audiences, (both orally and in writing); ability to build consensus among workforce system stakeholders; knowledge and skill regarding administration of an entity

with responsibility to oversee multi-million dollar programs, grants, and administrative processes; strong commitment to improving employment and economic opportunities for all members of the community; thorough knowledge of federal and state workforce development and other pertinent legislation, regulations, policies, and procedures; thorough knowledge of the state's open meetings requirements; general knowledge of and ability to operate personal computers, associated software applications, hardware and peripheral equipment; thorough understanding of and ability to effectively use social media and other 21st century communication tools to advance the goals of the WDB; demonstrated support for diversity within department and among contracted organizations; understanding of and commitment to continuous quality improvement processes; ability to work and manage effectively in dynamic and rapidly changing environment; capable of multi-tasking in a complex organizational setting.

Education and Experience:

Requires a Baccalaureate degree. Requires at least five years of progressively responsible management experience, including experience of multi-level grants and contracts. Requires considerable supervisory experience. Preferred: management experience in a directly related field; certifications in workforce development or human resources strongly preferred. An equivalent combination of education and experience may be considered.

Salary Range \$90,000-\$100,000 based on experience.

Resumes are to be sent to balliettp@csswfnny.com and the deadline for resumes is Friday, January 24, 2025.