

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.

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