

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 \$100,000-\$110,000 based on experience.

Resumes are to be sent to balliettp@csswfny.com and the deadline for resumes is Friday, January 23, 2026.