

## **WAPDD Director of Workforce Development Job Posting**

Western Arkansas Planning & Development District (WAPDD) is actively searching for a Director of Workforce Development to join our organization.

Founded in 1966, WAPDD provides a variety of resources, services, and information to our region. Serving six counties (Crawford, Franklin, Logan, Polk, Scott, and Sebastian), we assist area leaders and residents in areas such as community, economic, and workforce development as well as transportation planning, 911 services, geographic information systems, floodplain management, and much more.

WAPDD seeks an energetic, community-minded leader to fill the role of Director of Workforce Development that will play a critical role in our Workforce Department.

The Western Arkansas workforce development system strives to create a workforce that is well educated, skilled, and supported to ensure that the long-term labor needs of our region's business community are met and exceeded. A strong workforce development system also strengthens Arkansas's economy- keeping us competitive in the global marketplace. To successfully carry out this mission, workforce system partners and sector industry partners collaborate to utilize job market data to align the services we provide to improve the long-term employability of citizens within the Western Arkansas Workforce Development Area (WAWDA).

### **POSITION OVERVIEW**

The Director of Workforce Development shall be responsible for the leadership role in the implementation and preservation of the Workforce Innovation and Opportunity (WIOA) Act within the Western Arkansas Workforce Development Area. The Director leads the Local Workforce Development Board (LWDB) to meet the program goals, fulfill the mission, and pursue the vision of the Board. The Director is responsible for lawfully compliant administration, skilled operational performance, and financial integrity of all procedures, programs, and activities of the WAWDB. The Director works closely with the Executive Director of WAPDD regarding WIOA Title 1-B Services along with administrative, financial and programmatic services and the leadership of the One-Stop Operator. This position acts as liaison to link workforce and economic development entities with workforce development opportunities.

This position reports to the Executive Director at WAPDD.

## **ESSENTIAL FUNCTIONS**

- Oversee the administration and services delivery of Workforce Innovation and Opportunity Act (WIOA) funds allocated to the Western Arkansas Workforce Development Area and other workforce development and related programs.
- Serve as Administrator for the Western Arkansas Workforce Development Board.
- Ensure the appointment and maintenance of a certified LWDB.
- Understand, interpret, and provide policy options for implementation of State and Federal regulations and policies by working with the WAPDD Executive Director and program staff.
- Implement orientation and ongoing training of WAWDB members to ensure their confidence and capacity of carrying forth the mission of the board.
- Review, develop and execute the WAWDB strategy and local/regional plan; pursue, evaluate, and recommend business and technology alliances and strategic partnerships to the WAWDB.
- Implement, coordinate, and maintain a comprehensive and integrated workforce development marketing strategy.
- Translate WAWDB and the Chief Elected Officials (CEOs) policies and mandates into effective operational procedures to meet the needs of workforce development programs.
- Oversee all phases of the administration of the WAWDB including personnel, local and regional planning, budget oversight, proposal development, contract management, monitoring and evaluation of programs, and community relations.
- Analyze obligations and expenditures to ensure appropriate levels of funding.
- Develop departmental controls to ensure compliance with laws and regulations.
- Review reports to ensure accurate reporting of financial and program information and to ensure compliance with laws and regulations.
- Negotiate performance goals for the Local Workforce Area and review performance reports to ensure goals are met and corrective actions are taken where appropriate.
- Assist Board Chairman in planning and conducting WAWDB and CEO meetings.
- Oversee the development and implementation of an operational plan for the Arkansas Workforce Centers.
- Coordinate partner activities related to One-Stop Infrastructure Funding Agreement and MOU's including budgeting, cost-sharing negotiations, and capacity-building activities.
- Monitor information systems 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.
- Provide visible leadership to the WAWDB's efforts to engage the business community in developing approaches to meet the workforce needs of the businesses in Southeast Arkansas.
- Proactively plan and coordinate with local education agencies, economic development agencies, business partners, One-Stop Operator, WIOA Title I-B Service Providers,

Partners, and community-based organizations to leverage resources and integrate service delivery without duplication of efforts.

- Coordinate visits by Federal and State Auditors and Program Monitors, and external monitors and meet with representatives of these groups, answer questions, resolve issues, clarify situations, and assist in any manner necessary.
- Ensure all operations comply with the Sunshine Provision Law and Freedom of Information Act and provide complete transparency.
- Serve as the Workforce Board liaison to partner agencies and community-based organizations.
- Identify opportunities for collaboration between workforce development, economic development and education.
- Communicate with employers in the region to determine workforce development needs.
- Collaborate with stakeholders regarding grant opportunities and program design improvements.
- Commit to continuous improvement by keeping informed of emerging trends, best practices, and new developments in the profession.
- Take the opportunity, whenever possible, to attend relevant workshops, classes, seminars and professional conferences.
- Regular, reliable, and non-disruptive attendance is essential.
- Other duties as assigned.

### **KNOWLEDGE AND SKILLS – Required**

- 3 years experienced in program/project management; Bachelor's degree; or equivalent combination of education and experience.
- Excellent oral and written communication skills.
- Awareness of vulnerable populations and a demonstrated ability to interact effectively with people from different cultures and experiences.
- Strong leadership skills; able to lead diverse and creative teams; demonstrate good judgment in structuring a professional environment while maintaining a highly dynamic, creative, and productive department.
- Self-Ability to manage one's time efficiently, problem-solve and be self-sufficient while working with little supervision, and with high ethical standards.
- Regular, reliable, and non-disruptive attendance is an essential job duty, as is the ability to create and maintain collegial, harmonious working relationships with others.
- An advanced skill set in word processing, communications, preparation of reports, data entry and other administrative skills.
- Extremely organized and detail oriented, ability to prioritize projects, multi-task, strong problem-solving skills and good research skills.
- Proficiency in understanding protocol while communicating with colleagues, partners, and leaders in the community.

- Stellar communications and presentation skills. Passionate about packaging, discussing, and selling the LWDB's vision, strategic objectives to area employers, business partners, and elected officials.
- Experience in building strategic partnerships and alliances and strong networking skills.
- A proven record of strong leadership and motivation ability.
- Ability to champion innovative ideas, aggressively seek out opportunities, recommend solutions, and anticipate future business risks.
- Be able to develop strong relationships with LWDB, associates, business partners, and elected officials.
- Creative thinking and communication skills to negotiate complex problems and obtain "buy-in" from involved parties.

### **KNOWLEDGE AND SKILLS – Preferred**

- Demonstrated experience in the development and maintenance of professional partnerships.
- Ability to gather, analyze, and interpret data to present ideas, conclusions, and factual data in clear and concise written and oral formats.
- Experience with public administration, workforce development, community development and/or economic development.
- Experience in leading volunteer or non-profit organizations is a plus.

### **ADDITIONAL REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are in addition to the essential functions and required skills:

- Valid Driver's License.
- Properly licensed and insured automobile, available for use during work hours.
- The employee is required to be present in the workplace on a regular and reliable basis.
- Normal work hours are M-F 8:00 am to 4:30 pm; however, occasional evening and/or weekend assignments may occur.
- Some out of state travel for conferences and meetings may occur.

### **WORK ENVIRONMENT**

Work is performed at the WAPDD office, Fort Smith Workforce Center, and as needed at various sites throughout the six-county area.

This is an exempt, salaried position. Salary range is \$50,000 to \$70,000 with a comprehensive benefits package including paid time off, insurance coverage, retirement benefits and professional development opportunities. Starting salary will be negotiated based on knowledge and experience.

## **APPLICATION INSTRUCTIONS**

To apply, please submit your cover letter and resume with the required elements to careers@wapdd.org. Position open until filled.

EOE

### **Director of Workforce Development Application Checklist**

The following items must be addressed in your cover letter and resume to be considered for the position of Director of Workforce Development:

- Name (first, middle initial, last), phone number, and email address
- Experience applicable to any essential functions of this position as listed above
- Ability to perform the requirements of this position
- Most recent four years of work history
- A list of all project management related education and experience, i.e. degrees, certificates, and/or professional licensures
- A list of three references with contact information and relationship