

Western Oklahoma Workforce Development Board

Job Description

Job Title: Executive Director		Department: Administration	
Reports to: Board Chair		Date: August 25, 2017	
Job Code:	Type of position:	FLSA:	Position Details:
Approved By: WOWDB-Chair	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Intern	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	<input type="checkbox"/> Individual Contributor <input checked="" type="checkbox"/> Supervisor/Manager (direct reports)

JOB SUMMARY

The Executive Director (ED) leads the WOWDB employees to meet the program goals, fulfill the mission, and pursue the vision of the Board. The ED accepts and executes all executive responsibilities of the organization; accepts and, as appropriate, may delegate all managerial, administrative, operational, and financial, responsibilities of the organization to other, qualified employees. In fulfilling this leadership role and executive responsibility, the ED executes such authority as is equal to the challenge and the responsibility of carrying out the directives of the Western Oklahoma Workforce Development Board (WOWDB). The ED is responsible for the successful management, lawfully compliant administration, skilled operational performance, and financial integrity of all procedures, programs, and activities of the WOWDB. The ED'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 WOWDB's relationships with federal, state and local funding sources. The ED assures and regularly provides or presents adequate analytical information, including performance indicators, to assist the Board's oversight and decision making process.

The ED 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 Oklahoma Office of Workforce Development (OOWD) directives and policy, and all applicable state and federal law. At all times the ED represents the Western Oklahoma Workforce Development Board and develops professional and systematic practices promoting the vision, mission and goals of the Board.

RESPONSIBILITIES

- Operate in compliance with all applicable federal, state and local standards in the performance of the essential functions of the position; ensure WOWDB and its agencies are in compliance with the applicable regulations by monitoring all WDB programs.
- Review, evolve and execute the WOWDB strategy; pursue, evaluate and recommend business and technology alliances and strategic partnerships to the WOWDB.
- Implement, coordinate and maintain a comprehensive and integrated workforce development marketing strategy.
- Translate WDB and the Board of Chief Elected Officials (BCEO) policies and mandates into effective operational procedures to meet the needs of WOWDB programs.
- Oversee all phases of the administration of the WOWDB including personnel, budget oversight, proposal development, contract management, monitoring and evaluation of programs, and community relations.
- Lead the development and implementation of an annual operational plan for the local workforce centers, including budgeting, cost-sharing negotiations and capacity-building activities.
- Monitor information systems' activity measurements of the annual plan to meet budget guidelines, regulatory compliance, and negotiated performance levels.
- Provide oversight and monitoring of program systems 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.

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- Provide visible leadership to the WOWDB's efforts to engage the business community in developing approaches to meet the workforce needs of the WOWDB area businesses.
- 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 WOWDB's mission and success in reaching goals by accepting ownership new and different assignments and requests; explores opportunities to add value to job accomplishments.
- Ensure all operations comply with the Oklahoma Open Meeting Act and provide complete transparency.
- Perform other duties as may be assigned.

REQUIREMENTS

- Significant familiarity with Western Oklahoma's efforts to improve workforce quality, including the Workforce Innovation and Opportunity Act, Oklahoma Office of Workforce Development, DOL/ETA, and the Governor's Council on Workforce and Economic Development.
- Ability to understand and comply with WIOA and WOWDB 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 corporate environment while maintaining a highly dynamic, creative and productive organization.
- 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 packaging, 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 detailed 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, OKJobMatch and other Oklahoma required reporting tools.
- 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.

ADDITIONAL CERTIFICATIONS AND/OR LICENSES

- Valid Oklahoma Drivers' License

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

While performing duties of this job employee will travel often off site, and occasionally overnight. During the course of conducting business, will be exposed to driving varying distances within the WOWDB Area, in all road and weather conditions. Off-site meetings often include walking tours of industry and business locations; not all sites may be wheelchair accessible; essential functions of the job require the employee to frequently sit and stand. Must have manual dexterity and

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vision necessary to perform essential functions. May be required to lift and carry up to 25 pounds. Communication and presentation responsibilities and activities require the ability to hear and speak. The noise level and smoking environment will be dependent upon customer business and culture. WOWDB offices are a nonsmoking area.

Primarily works in an office environment; off-site work characteristics described herein are representative of those an employee encounters while performing the essential functions of the job.

The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

The above noted job description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give the associate a general sense of the responsibilities and expectations of his/her position. As the nature of business demands change, so, too, may the essential functions of this position.

I acknowledge that I have read and understand this job description.

Employee Signature

Date

Chair of WOWDB Board

Date