



Workforce Investment Board
Butler|Clermont|Warren

Position Title: Deputy Director, Workforce Area Incumbent:
Class Title:

Department:	BCW Workforce Development	FLSA Status:	Exempt
Reports To:	BCW Workforce Exec. Director	Civil Service Status:	Unclassified
Pay Range:	\$50,000 - \$75,000	Employment Status:	Full-time
Probation:	365 days	Lunch:	Unpaid
Work Hours:	As needed for productivity and performance		

JOB RESPONSIBILITIES:

Managed by the Executive Director, the BCW|Workforce Deputy Director will:

- Monitor the performance and continuous improvement of BWC/Workforce's Ohio Means Jobs (OMJ) System Operator and Career Service Provider-related contracts, agreements, policies and procedures;
- Influence, plan, coordinate, and implement effective workforce development solutions throughout BCW|Workforce's 3-county workforce jurisdiction and the southwest Ohio region,
- Meeting or exceed assigned deadlines and goals.

In the Administration of these responsibilities, the Deputy Director will satisfactorily engage and regularly update the BCW|Workforce leaders, including:

- Chief Elected Officials (CEO Consortium)
- Board of Directors (WIBBCW)
- BCW/Workforce Operations/Administration
 - Executive Director
 - Employer of Record
 - Fiscal Agent
 - WIOA Policy and Legal Consultant(s), and
- Contracted and Sub-Contracted Workforce Area Recipients
 - OMJ System Operator and Intermediaries
 - OMJ System Partners and Career Service Providers (Career Advisors)

ESSENTIAL FUNCTIONS:

In collaboration with these entities, major projects include:

1. Coordinating with elected officials, business, state, local and community leaders about multiple workforce development issues;
2. Co-Facilitating most workforce board meetings and ensuring the at meetings are held according to workforce board by-laws and Ohio public meeting and sunshine laws;
3. Representing the BCW/Workforce in member associations;



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4. Producing and area strategic workforce plan;
5. Managing adult, dislocated worker, and youth program contracts, policies and procedures, and monitoring the administration of the contracts;
6. Managing the success of local performance goals:
7. Facilitating negotiations between elected officials and workforce system partners for the Memorandum of Understanding:
8. Competitively procuring or awarding contracts to providers of employment and career services for adult worker, dislocated worker and youth, and the OhioMeansJobs one stop system operator;
9. Developing budget items for the workforce board; and
10. Certifying the the BCW/Workforce Development Area's Board of Directors (WIBBCW)
11. Certifying the OhioMeansJobs One-Stop Centers;
12. Ensuring workforce area compliance with the Workforce Innovation and Opportunity Act (WIOA);
13. Implementing and overseeing WIOA-related state and locally relevant laws, policies, performance goals, audit and monitoring projects.

Through these projects, the Deputy Director will solicit and integrate solutions that executed the board's vision of a high quality workforce system, meeting the needs of area's businesses, employers, workforce and job seekers.

OTHER DUTIES AND RESPONSIBILITIES:

- Occasional travel to various locations for meetings, events or other gatherings, including national travel
- Facilitate the execution of certain administrative support duties
- Analyze facts to objectively understand a problem or develop a solution
- Exercise audience-adaptive communications
- Perform other duties as required by the Executive Director
- Work autonomously with minimal supervision

QUALIFICATIONS:

- Two to five years of as a Senior Executive leader/manager
- Experience managing complex budgets and reporting on financial matters of multiple, major public/private contracts
- Public speaking experience
- Experience building partnerships with stakeholders
- BA, BPA/BPP or BBA



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Desired:

- Knowledge of Workforce Innovation Opportunity Act (WIOA) or its related partners, programs or services.
- Two years' experience with Workforce or Economic Development Programs
- Experience with Public Policy Development/advocacy
- Experience with strategic plans and/or continuous quality improvement initiatives
- MA, MPA/MPP or MBA

Or any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed above.

LICENSURE AND CERTIFICATION REQUIREMENTS:

- Valid Ohio driver's license
- Certified Workforce Professional Desired

How to Apply:

E-mail your current resume to:
www.BCWWorkforce.com.

OR

Mail a hard copy of your current resume to:
BCW|Workforce Administration
406 Justice Drive, Suite 301
Lebanon, OH 45036

OR

Submit an on-line application at www.wibbcw.com/jobs and attach your current resume.

Filing Deadline:

Will remain posted until position is filled, department will review applications as received..

PRINT-FRIENDLY
