

**WORKFORCE INVESTMENT BOARD
BUTLER/CLERMONT/WARREN (WIBBCW)**

EXECUTIVE DIRECTOR SEARCH

The Workforce Investment Board Butler/Clermont/Warren (the WIBBCW) is currently seeking candidates for the position of WIBBCW Board Executive Director. This position fulfills the role of chief administrative officer of the WIBBCW which serves Butler, Clermont, and Warren Counties in the Cincinnati metropolitan area. The mission of the WIBBCW is to assure an educated and qualified workforce that meets the current and future needs of employers.

With a combined population of 833,550 and current employment base of over 270,000 positions, the three-county area is part of the dynamic southwest Ohio economy. The number of jobs in the WIBBCW service area is expected to grow at a growth rate exceeding that of the metropolitan area and the State of Ohio. A diverse base of industries, ranging from financial services to advanced manufacturing, ensures ample opportunities for the WIBBCW to serve as a catalyst and connector between educators and employers.

It is essential that the Executive Director is a highly visible representative responsible of the WIBBCW and will be responsible for developing effective partnerships with key political, business, labor, education, and community leaders, with the goal of developing and implementing workforce solutions that meet and anticipate regional economic development needs. The ideal candidate will be a consensus builder with exceptional communication skills and a track record of successfully leading high level strategic partnership efforts in the workforce development arena, working within the requirements of the fiscal agent's standard operating processes and policies. The candidate will be capable of effectively engaging diverse stakeholders, be a self-starter, and will be able to identify strategies and solutions independently when given general direction and goals by the Board of Directors. Experience assisting businesses to grow, within the context of managing economic development initiatives or programs, is also desired.

Starting annual pay range is \$60,361 - \$75,015 DOQ/DOE. Resumes are due by August 20, 2021 and must be submitted to: WCCOMMAPP@CO.WARREN.OH.US

WORKFORCE INVESTMENT BOARD

BUTLER/CLERMONT/WARREN (WIBBCW)

POSITION DESCRIPTION

Position Title: WIB Executive Director
Class Title:
Incumbent:
Department: Warren County Ohio
FLSA Status: Exempt Means Jobs
Reports To: County Administrator
Civil Service Status: Unclassified
Pay Range: C
Employment Status: Full Time
Lunch: Unpaid
Work Hours: 8AM to 5PM Eastern, MON thru FRI

JOB RESPONSIBILITIES:

Serve as the Administrator of Area 12 Workforce Advisory Board (Butler, Clermont, and Warren Counties.) Manage administration activities, direct, plan, coordinate, implement, and administer Board's operations including office management and setting operational policies

REQUIRED QUALIFICATIONS:

- Five (5) years of experience in program administration, of which 2 years are in in a supervisory position.
- Demonstrable experience and/or postsecondary education in the following areas:
 - Two (2) years of experience in business administration (or four courses in business administration).
 - One (1) year of experience in finance and 1 year in accounting.
 - One (1) year of experience in social welfare or client services.
 - Six (6) months experience in human resource management and business writing communication.
- A minimum of 3 years of experience as a Project Leader/Manager, three (3) years of comparable workforce or economic development experience OR program strategic planning experience.
- Requires learning and adhering to fiscal agent's standard operating procedures and processes.
- Must have and maintain a valid Driver's License with an acceptable driving record

PREFERRED QUALIFICATIONS:

- Bachelor's Degree preferred, with major core course work in behavioral science, social science, public administration, or business administration.
- Grant writing experience preferred but not required.

EDUCATION:

- Bachelor's Degree preferred however equivalent local or county level government experience will be considered.

ESSENTIAL FUNCTIONS:

- Serve as the Administrator of the Area 12 Workforce Advisory Board (Butler, Clermont, and Warren Counties).
- Manage Board administration activities; direct, plan, coordinate, implement and administer Board's operations including office management and executing operational policies.
- Advise and recommend to WIB Leadership (Board) and county administration on the Board's budget and expenditures; obtains approval for budget and expenditures from WIB Leadership (Board) and county administration.
- Promote the benefits and participation of employers and candidates for employment of all WIB resources and work with staff to identify employers and candidates and to engage both in the use of WIB resources. This is a core competency of the organization.
- Lead Board members with planning committee agendas and oversee planning of quarterly full Board meetings; responsible for providing staff support and technical assistance to the Board. Demonstrate the ability to work independently and create and/or implement initiatives with minimal guidance. Responsible for all regional workforce development projects including the Memorandum of Understanding. Provide leadership for any regional strategic planning that impacts Workforce Development. Review WIB documents related to operations on an annual basis, at a minimum, and recommend changes necessary for the effective and efficient operation of the WIB to WIB leadership and county Boards of Commissioners.
- Work closely with staff, contract staff/vendor, contracted Fiscal Agent and other Area 12 members to insure appropriate fiscal monitoring and reporting. Maintains compliance with Fiscal Agent's standard operating procedures and policies in execution of duties.
- Develop program strategies and organizational changes for the WIB that allow for quick delivery of services requested by the business community.
- Build strategic relationships with Chambers of Commerce, Educational Institutions, Workforce and Economic Development officials in Area 12 (Butler, Clermont, and Warren Counties) to identify collaborative opportunities to address workforce needs
- Represent Board and display substantial government expertise to secure cooperation and identify opportunities for economic development; provide communication and coordination with agencies and community leaders; and maintain awareness of needs, effective support and bridge any gaps between county operations/government needs with those in the business community.
- Promote Board activities, information, issues, and programs with public; provide communication through quarterly newsletter; approve final release of information concerning policy and procedures to media or other sources by direct verbal or written correspondence; initiate or respond to various correspondences from many diverse sources.
- Speak before various groups to promote Board activities. Report timely and accurately to county operators on state projects and initiatives.
- Develop and maintain open and productive communication with the three county operators.

- Perform liaison duties with other county, state, and federal agencies, legislators, public groups, and governmental organizations; actively advocate for Area 12 issues, as identified by WIB leadership, with state, county, and federal agencies , legislators , public groups, governmental organizations and other local organizations.
- Strengthen Board relationships with appropriate governmental organizations and individuals at the local, state, and federal levels. Facilitate communications between component agencies of the WIB (e.g. one stop centers, OMJ's, etc.) and local officials.
- Perform any new and/or other related duties as required or assigned

KNOWLEDGE, SKILLS and ABILITIES: (Required proficiency within first 12 months employment)

- Knowledge of: WIAIWIOA and program services, operational procedures and practices, agency policies and procedures, State reporting system, general knowledge of ODJFS
- Strong communication skills, team building skills, word processing and spreadsheet techniques, G*Stars and SCOTI computer systems, project and time management, and technical writing.
- Ability to develop and maintain effective working relationships; identify problem areas and recommend corrective measures; operate a motor vehicle, develop and modify, implement, and evaluate materials and methodologies; prepare and maintain accurate documents; disseminate and enforce state and federal regulations; make presentations; maintain confidentiality; provide good customer services skills; maintain records; write grants and assist with disaster recovery.

My signature below signifies that I have reviewed the contents of my position description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Warren County Commissioners Manual.

Employee's Signature

Date

Date Revised: _____ July 12,2021_____