

# LWDB Executive Director

## Job Description

Reports to: East Central Iowa Workforce Development Board (ECIWDB) Chair

The Executive Director of the East Central Iowa Workforce Development Board (ECIWDB) is the chief executive officer reporting to the Board. In this position the Executive Director is responsible for the leadership, guidance and technical expertise in the area of workforce development for the local area, and staff support for the functioning of the LWDB, which includes but is not limited to the development of policy, procedure and recordkeeping systems to ensure program compliance with all applicable legislation and regulation including WIOA. The activities of the Executive Director are intended to advance the goal that the area served by the LWDB continues to thrive with an appropriately trained and developed workforce that includes all residents, and that the organization deliver excellent service to its customers, which includes area businesses and residents seeking appropriate workplace skills. The East Central Iowa LWDB counties include Benton, Cedar, Iowa, Johnson, Jones, Linn, and Washington counties in Iowa. Detailed responsibilities include:

- **Program Development and Management**
  - Develop and oversee WIOA and state-funded youth, adult and dislocated worker programs, and create strategies to ensure that established goals are realized through sustaining progress made in existing target sectors as well as to expand into new markets, and advance new models for service delivery.
  - Continue the implementation of a one-stop career center business model.
  - Conduct rigorous and continuous program evaluation to provide measures of success that can be effectively communicated to the board, funders, and other constituents.
  - Develop budgets and revenue plans and track progress across fiscal years; oversee the local areal budget and maintain high quality financial management and administration.
  - Oversee development of a multi-year Strategic Plan and the Annual Plan.
  - Administer federal and state workforce development programs in compliance with all legislative and regulatory requirements and ensure that the fiscal audit and all federal and state program-monitoring activities are successfully completed without findings.
- **Economic Development**
  - Address the talent needs of business and industry within the local area to support their stability and growth.
  - Shape East Central Iowa Workforce Development strategy to respond to the needs of businesses for skilled workers and for the current and future workers of all ages to fill those positions.
  - Raise the visibility of workforce development as an essential component of economic development in the local area and within communities.

- **Board Development**
  - Continue to develop a strong business-led Board with clear roles for members.
  - Provide direction and support for the Board and committees.
  - Provide primary support to the Board Chair; develop, maintain, and support a strong Executive Committee; and seek out and develop board involvement with strategic direction for ongoing and new initiatives.
- **Relationship Building**
  - Proactively engage local area stakeholders including: board members, businesses, federal, state, and local government officials, community leaders, sub and ad hoc committees, partnering organizations, and funders.
  - Organize partners within the local area as appropriate, including: businesses, educational institutions, career centers, adult basic education providers, mandated partners, training providers, youth service providers, and community-based organizations, in order to implement workforce initiatives.
  - Maintain strong working relationships with the Chief Elected Official and other city/town officials in the local area; cultivate relationships with local legislators, and state and federal officials.
  - Build partnerships in new markets and industry sectors and establish relationships with relevant funders, businesses, and political and community leaders.

The LWDB seeks an Executive Director with strong leadership abilities, workforce development experience, and an ability to build strong relationships. The successful candidate must be an innovative and decisive leader who can work collaboratively with the various interests of LWDB, partners, businesses, labor, educational institutions, service agencies, and the member communities. The Executive Director is expected to work cooperatively with community representatives and the business community, should be highly approachable, and should be a skilled communicator.

The successful candidate should possess a Bachelor's degree in public policy, human services, business, public administration, or a related field. An advanced degree is desired. The successful candidate should possess demonstrated skills, abilities, and knowledge in designing and organizing workforce development and/or similar social programs, facilitation and mediation, project management, program marketing, fundraising, team building, team leadership, verbal and written communication, and intergovernmental relations.

### **ESSENTIAL JOB FUNCTIONS**

- Serve as primary liaison to the ECIWDB and the Executive Committee; work closely with ECIWDB chair; participate in and/or staff other community, government, and board committees as necessary.
- Provides staff support to the Board, CEOs, and committees.
- Organize and manage meeting for the LWDB/CEO Board and Committees
- Develop and implement policies and procedures as approved by the Board.
- Monitor federal and state legislation/regulations/policies and ensure compliance of the Board and program operations.
- Oversee and inform the Board of organizational and administrative matters.
- Report and advise on significant developments and trends in the workforce development field.

- Ensure sufficient development of the workforce development system and proper allocation of resources.
- Coordinate Board membership and recruitment.
- Responsible for Board member orientation and Board development.
- Manage all contracts and other agreements between the CEOs and ECIWDB.
- Works collaboratively with the state and other local workforce boards across Iowa.
- Build partnerships with private sector leaders to gather information about current or projected employment trends and issues within the local area.
- Develop criteria for evaluating systems and measurement of performance and effectiveness of existing and proposed WIOA activities.
- Directs the fiscal and reporting processes for federal, state, and private grants in accordance with applicable regulations and/or has the ability to appropriately delegate and oversee the successful completion of those duties.
- Conduct monitoring and oversight of board contracts and grants received by the ECIWDB; recommend system changes that will improve service quality.
- Monitor and direct the development of policy, procedure and record keeping systems necessary to assure program compliance with all applicable legislation and regulation including the Workforce Innovation and Opportunity Act.
- Adhere to all IWD policy, regulations, and Standard Operating Procedures as it pertains to Workforce Innovation and Opportunity Act.
- Coordinate with IWD Workforce Services and American Job Center Divisions and/or outside government agencies; develop and modify policies and standard operating procedures to assure program compliance with regulatory requirements and changes for the LWDA.
- Oversee the development and implementation of an annual operational plan for the local American Job Centers, including Title I program budgeting, cost-sharing negotiations, and capacity-building activities.
- Performs other Local Board Required Functions under Iowa code as required by the ECIWDB and CEOs.
- Other duties as assigned.