

EXECUTIVE DIRECTOR JOB DESCRIPTION

Modified: March 30, 2022

REPORTS TO: Northeast Iowa Local Workforce Development Board Chair

The Executive Director provides leadership and executive management for the Northeast Iowa Local Workforce Development Board (NEIWDB). The Executive Director is responsible for fiscal and program oversight, leadership, and strategic vision for the Board. The Executive Director works with the Board to establish a strategic vision and acts as an advocate for the organization throughout the Northeast Iowa Local Workforce Development Area. The Northeast Iowa twenty county area which includes Allamakee, Black Hawk, Bremer, Buchanan, Butler, Cerro Gordo, Chickasaw, Clayton, Delaware, Dubuque, Fayette, Floyd, Franklin, Grundy, Hancock, Howard, Mitchell, Winnebago, Winneshiek, and Worth counties. The Executive Director must develop and maintain strong relationships and partnerships. The Executive Director must carry out the day-to-day operations of the Board and maintain compliance with local, state, and federal policies, laws, regulations, and bylaws adopted by the NEIWDB. Other responsibilities include managing staff, supporting communications throughout the workforce system, fiscal management, and coordination and integration of the workforce development system within the State of Iowa.

QUALIFICATIONS

- Bachelor's degree in public policy, human services, business, public administration, or a related field. An advanced degree is desired.
- Specialized background with knowledge regarding employment issues, workforce development, job training, strategic planning, policy and program development, and program evaluation.
- Excellent interpersonal skills to establish and maintain effective working relationships.
- Strong leadership skills and the ability to advocate for others.
- Ability to build partnerships with education, government, business, and industry.
- Knowledge in local economic conditions, educational and workforce trends, as well as local and state economic development policies and programs.
- Experience in budget development and financial management.
- Experience in developing policies and procedures.
- Ability to work independently.
- Demonstrated analytical, problem solving, decision making and conflict resolution skills.
- Excellent oral and written communications skills.
- Willing to live in the Northeast Iowa Local Area.
- Willing to work a flexible schedule and travel as needed.

ESSENTIAL JOB FUNCTIONS

- Serve as primary liaison to the NEIWDB and the Executive Committee; work closely with NEIWDB 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 NEIWDB.
- 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 NEIWDB; 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 NEIWDB and CEOs.

EXPECTATIONS

- The Executive Director shall work 40 hours a week, on a flexible schedule to accommodate all board, committee meetings, and other required events as deemed necessary by the NEIWDB.
- The Executive Director will be expected to work from a home office when not attending board related events and meetings, unless otherwise designated by the NEIWDB.
- The Executive Director will keep all NEIWDB confidential documentation in a locked filing cabinet on location at a One-Stop Center or at his/her home office.
- The Executive Director will have authority to enter into contracts on behalf of the NEIWDB when contracts are approved by the NEIWDB or designated committee, or other documents authorized in the annual operating budget, or to receive funds.

- The Executive Director will have the authority to serve as the signatory to approve expenditures and expend funds after the annual budget has been set by the NEIWDB.
- The Executive Director will have authority to apply for funding and grants that do not have matching requirements without prior NEIWDB approval.
- The Executive Director will not enter into any agreement with respect to NEIWDB with any association, partnership, or company in which the Executive Director has a financial interest in without the prior written approval of the NEIWDB. The Executive Director shall comply with all Iowa laws and policies adopted by the NEIWDB related to the ethics and conduct of public employees.
- The Executive Director will not during employment or at any time, thereafter, disclose any confidential information concerning the business or affairs of NEIWDB, except as required by law.
- The Executive Director will retain, or direct the retention of, as required by Iowa law, all records of NEIWDB and the Northeast Iowa Local Workforce Development Area and that all such retained records will always remain in the custody of the NEIWDB.