

WORKFORCE DEVELOPMENT BOARD EXECUTIVE ADMINISTRATOR

PURPOSE AND NATURE OF WORK

Position is responsible for assisting the Workforce Development Board in carrying out the functions of the Board outlined under the Workforce Innovation Opportunity and Act (WIOA). Incumbent works with business and community leaders; educators; and federal, state, and local government representatives to aid the Board in developing and maintaining a comprehensive workforce development system according to federal, state, and local regulations. Supervision is exercised over a WDB Planner. General direction is received from the Chief Administrative Officer.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Conducts workforce research and regional labor market analysis to help the Board develop its workforce area's strategic and operational plan in accordance with federal, state, and local regulations. Assists the Workforce Development Board in establishing and managing fiscal, monitoring, and reporting processes to ensure receipt and disbursement of WIOA funds in compliance with federal, state, and local regulations. Formulates procedural goals for presentation to and approval by the Board to ensure that programs are meeting intended regional needs. Assists in establishing standing committees for the one-stop delivery system, youth services, services targeted toward individuals with disabilities, and any additional committees deemed necessary by the Board. Provides guidance to the Board in the interpretation of the WIOA and the technical aspects of its implementation. Prepares requests for proposals for one-stop operators, youth services providers, and training and career services providers in accordance with established guidelines and submits completed proposals to the Board for review and award. Prepares and oversees the division's budget and monitors the budgets of the Workforce Development Program, the one-stop agency, and various other service providers for compliance with program objectives. Works with federal, state, and local auditors during ongoing programmatic monitoring and works to resolve issues or findings. Ensures compliance with the sunshine provision.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of the Workforce Innovation and Opportunity Act; its predecessor, the Workforce Investment Act; and all related federal and state regulations.

Knowledge of the regulatory compliance requirements accompanying federal, state, and local programs.

Ability to plan, organize, and coordinate work of the Workforce Development Board and subordinate.

Ability to prepare and analyze reports in a systematic and effective manner and prepare necessary reports and recommendations.

Ability to communicate effectively, to groups and individuals, both orally and in writing.

Ability to maintain effective working relationships with members of the Workforce Development Board, subordinates, public officials, private and public agencies, community organizations, and service providers.

DESIRABLE EDUCATION AND EXPERIENCE

Graduation from a four-year college with major course work in business, accounting, management, psychology, sociology, or related field and considerable experience in the administration of federal- and state-funded programs with progressive supervisory experience; or any equivalent combination of training and experience.