

**Classification Title: Workforce Development Director**

FLSA Status: Exempt

**BRIEF DESCRIPTION:** Directs the activities of all workforce development functions. Implements programs offering multiple options for training and employment and business development. Provides workforce expertise to employers, governmental entities and local agencies and represents the County in regional and statewide workforce, economic and business development activities.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	L	Manages all planning, budgeting, grant operations, contracting and fiscal and management information systems for the Workforce Investment Act. Approves plans, modifications and adjustments. Develops and monitors budget activities. Ensures compliance with rules and regulations and participates in the audit process.
2	L	Serves as staff director to the Capital Area Workforce Development Board. Prepares agendas and delivers materials and reports for analysis and recommendation. Provides orientation to Board members and seeks resources for Board initiatives.
3	L	Provides expertise on the chartering of local JobLink Career Centers, encouraging expansion of sites and web-based services. Authorizes contracts and recommends system enhancements. Oversees marketing efforts.
4	L	Directs and manages all staff functions, including recruiting and training, professional development, mentoring and performance reviews.
5	L	Leads the Workforce Development Consortium. Approves agendas and assures that all documents are properly executed and current. Expands community engagement in regional workforce development efforts and supports economic development initiatives.

**CLASSIFICATION REQUIREMENTS:**

CLASSIFICATION REQUIREMENTS	
Education	Bachelor's degree in Public Administration, Business Administration, Human Resource Management or related field.
Experience	Five years of experience in workforce development or public administration.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	A valid driver's license and a "safe" driving record required.
Reading	Advanced
Math	Advanced
Writing	Advanced
Managerial	Receives Broad Direction.
Budget Responsibility	Has responsibility for the final approval of at least one departmental budget and presents the budget(s) to County Manager. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them.
Supervisory / Organizational Control	Work requires managing and monitoring work performance of senior department managers including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.
Interpersonal / Human Relations Skills	Work requires very frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is broad reaching and dynamic and may include the communication of specific issues and/or general policies. Interaction with others outside of the department requires exercising participative management and negotiation skills that support County strategy and organizational goals. Work also requires the communication with direct reports to ensure maximum productivity in work assignments. Makes presentations and answers questions with regard to presentation materials and findings.

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Copiers, fax machines, computers, printers and related software

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	Other (see 2 below)

(1) N/A

(2) N/A

**PROTECTIVE EQUIPMENT REQUIRED:**

None.