

# Job Description



Job Title: Executive Director		Department: Administration	
Reports to: Board Chair, Local Elected Officials		Date: August 2022	
Job Code:	Type of position:	FLSA:	Position Details:
Approved By:	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Intern	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	<input type="checkbox"/> Individual Contributor <input checked="" type="checkbox"/> Supervisor/Manager (direct reports)

## JOB SUMMARY

The Executive Director (ED) leads the Green Country Workforce Development Board (GCWDB) employees to achieve performance to meet the goals, fulfill the mission, and pursue the vision of the Board. The ED accepts and executes all executive responsibilities of the organization; accepts and, as appropriate, may delegate all managerial, administrative, operational, and financial, responsibilities of the organization to other, qualified employees. In fulfilling this leadership role and executive responsibility, the ED executes such authority as is equal to the challenge and the responsibility of carrying out the directives of the Green Country Workforce Development Board. The ED is responsible for the successful management, lawfully compliant administration, skilled operational performance, and financial integrity of all procedures, programs, and activities of the GCWDB. The ED's additional obligations to the Board include informed development of its strategic vision and planning, implementation and oversight of specific Board initiatives, development and facilitation of community partnerships advancing the Board's goals, and the ongoing maintenance of GCWDB's relationships with federal, state and local funding sources. The ED assures and regularly provides or presents adequate analytical information, including performance indicators, to assist the Board's oversight and decision-making process.

The ED must be operationally familiar with rules and regulations of WIOA and other applicable public laws including, but not limited to, the Office of Management and Budget (OMB) circulars, the Oklahoma Department of Commerce directives and policy, and all applicable state and federal law. At all times the ED represents the Green Country Workforce Board and develops professional and systematic practices promoting the vision, mission and goals of the Board.

## RESPONSIBILITIES

- Operate in compliance with all applicable federal, state and local standards in the performance of the essential functions of the position; ensure GCWDB and its agencies are in compliance with the applicable regulations by monitoring all WIB programs.
- Review, evolve and execute the GCWDB strategy; pursue, evaluate and recommend business and technology alliances and strategic partnerships to the GCWDB.
- Implement, coordinate and maintain a comprehensive and integrated workforce development marketing strategy.
- Translate WIB and CLEO policies and mandates into effective operational procedures to meet the needs of GCWDB programs.
- Oversee all phases of the administration of the GCWDB including personnel, budget oversight, proposal development, contract management, monitoring and evaluation of programs, and community relations.
- Assist in the development and implementation of an annual operational plan for the local workforce centers, including budgeting, cost-sharing negotiations and capacity-building activities.
- Monitor information systems' activity measurements of the annual plan to meet budget guidelines and regulatory compliance.
- Provide oversight and monitoring of program systems operations and deliver strategies for service providers.
- Initiate and maintain quality and continuous improvement principles/techniques within the workforce development system, including customer satisfaction/feedback mechanisms and process mapping to eliminate repetitive and duplicative efforts.

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- Provide visible leadership to the GCWDB's efforts to engage the business community in developing approaches to meet the workforce needs of the GCWDB area businesses.
- Proactively plan and coordinate with local education agencies, economic development agencies, other public agencies, business partners, One-Stop Operators and Partners, and community-based organizations to leverage resources and integrate service delivery without duplication of efforts.
- Serve as a member and advisor to each of the WIB task forces or committees; serve on local commissions, boards and planning groups as requested and/or appointed.
- Ensure that GCWDB is in compliance with all contract and grant agreements.
- Contribute to GCWDB's mission and success in reaching goals by accepting ownership new and different assignments and requests; explores opportunities to add value to job accomplishments.
- Perform other duties as may be assigned.

### REQUIREMENTS

- Significant familiarity with Green Country's efforts to improve workforce quality, including the Workforce Innovation Act, Oklahoma Department of Commerce, Oklahoma Employment Security Commission, DOL/ETA , and Governor's Council on Workforce and Economic Development.
- Ability to understand and comply with WIOA and GCWDB policies and procedures.
- Knowledge of sound business and program management practices; demonstrated experience in business launch or start-up ventures, including creating a vision, establishing objectives and implementing a strategic business plan.
- Demonstrated ability to build strategic partnerships and alliances.
- Strong leadership skills; able to manage diverse and creative teams; demonstrate good judgment in structuring a corporate environment while maintaining a highly dynamic, creative and productive organization.
- Understanding of the important role of compliance in the success of organizations.
- Ability to plan and execute monitoring systems and protocols.
- Highly organized, and able to work well with the GCWDB staff, One-Stop Operators and Partners, Youth Council, alliance partners and customers at all organizational levels.
- Understanding of strategic planning, budgets, and basic business research.
- Knowledge of contract and fiscal administration.
- Skilled in analyzing data and identifying emerging trends; sound judgment in arriving at conclusions.
- Possess superior communication skills, both written and verbal; ability to communicate a passion about packaging, communicating, selling and implementing the Board's vision and strategic objectives.
- Possess strong team orientation with the ability to collaborate, influence, build consensus and negotiate.
- Highly detailed oriented, maintaining attention to continuity, project sustainability, and quality.
- Self-directed and able to deliver on objectives in a timely manner and in a high demand environment.
- Demonstrated tactical, analytical, problem solving, decision making and conflict resolution skills.
- Ability to read, analyze and interpret governmental laws and regulations, general business periodicals, professional journals, technical procedures.
- Computer literate, specifically MS Office applications.
- Knowledge and technical experience related directly to successful tracking and reporting of business service delivery and compliance activities.
- Able to travel; essential responsibilities of the job will require occasional overnight travel.

### EDUCATION & WORK EXPERIENCE

- Bachelor's Degree **preferred**

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- **Preferred** five (5) years demonstrated experience in executive and daily operational leadership positions under the direction of a nonprofit or private sector Board of Directors and/or Executive Team.
- **Preferred** three (3) year's multidisciplinary management experience across business development, marketing, finance and operational functions.
- Prefer-more than one year's experience operating successfully at the "C" level in an organization **preferred**
- Extensive Knowledge of the Workforce Innovation and Opportunity Act **required**

### ADDITIONAL CERTIFICATIONS AND/OR LICENSES

- Valid Oklahoma Drivers' License
- Preferred Certification in Non-Profit Management

### PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

While performing duties of this job employee will travel often off site, and occasionally overnight. During the course of conducting business, will be exposed to driving varying distances within the GCWDB Area, in all road and weather conditions. Off-site meetings often include walking tours of industry and business locations; not all sites may be wheelchair accessible; essential functions of the job require the employee to frequently sit and stand. Must have manual dexterity and vision necessary to perform essential functions. May be required to lift and carry up to 25 pounds. Communication and presentation responsibilities and activities require the ability to hear and speak. The noise level and smoking environment will be dependent upon customer business and culture. GCWDB offices are a nonsmoking area.

Primarily works in an office environment; off-site work characteristics described herein are representative of those an employee encounters while performing the essential functions of the job.

The Central Oklahoma Workforce Innovation Board (GCWDB) complies with WIOA's Equal Opportunity and Nondiscrimination provisions which prohibit discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, or, the basis of citizenship status or participation in a WIOA Title-1 financially assisted program or activity.

GCWDB is an Equal Opportunity Employer/ Program. Auxiliary aids and services are available upon request to individuals with disabilities.

**The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.**

***This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.***

The above noted job description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give the associate a general sense of the responsibilities and expectations of his/her position. As the nature of business demands change, so, too, may the essential functions of this position.

## Job Description



I acknowledge that I have read and understand this job description.

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Employee Signature

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Date

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Authorized Signatory

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Date