

PRIVATE INDUSTRY COUNCIL OF WESTMORELAND/FAYETTE, INC.
JOB DESCRIPTION

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POSITION: **VICE PRESIDENT OF WORKFORCE OPERATIONS**

PURPOSE: Develop future business opportunities for growth for the organization and oversee the workforce and education divisions of the organization

QUALIFICATIONS:

Education: Bachelor's Degree in Business, Education, Economics, or related field

Experience: Six (6) years experience at a managerial level, responsible for business development or general business with multi-task responsibilities

Skills, Abilities, and Knowledge:

- a. Ability to plan and achieve goals with little supervision
- b. Ability to motivate and supervise others
- c. Ability to evaluate programs, plans, and personnel and devise corrective plans
- d. Ability to determine and develop new business opportunities in both the private and public sector
- e. Develop and implement business plans
- f. Ability to exercise independent judgment
- g. Excellent oral and written communication skills
- h. Ability to maintain confidentiality
- i. Knowledge of workforce development and human service programs

REPORTS TO: President & CEO

SUPERVISES: Director of Workforce Development and Fatherhood Project Supervisor

JOB REQUIREMENTS and ESSENTIAL JOB DUTIES to be performed with or without reasonable accommodations:

Mental Concentration: Considerable concentration intermittently

Interruptions: Occur constantly

Physical Efforts: Light physical effort in a predominately sitting position

Special Demands: Travel and potential eyestrain. Works non-traditional hours as needed.

Vision: Ability to recognize business opportunities

Valid driver's license, verification of car insurance coverage, as well as reliable transportation (validated yearly minimum).

Duties may include any or all of the following: This list is intended to be representative.

01. Ensure quality control of programs and services
02. Review and monitor performance standards for yearly goals
03. Design and plan new programs and services to meet the needs of the community and business world
04. Ensure divisional adherence and compliance with state and federal regulations
05. Implement and interpret policies enacted by the Board of Directors and provide input into the policy-making process when requested
06. Provide direction and leadership to subordinates
07. Develop a process to evaluate business development opportunities
08. Works with the President to identify, develop, and pursue new business development opportunities
09. Provide direction for new business endeavors and ensure successful implementation
10. Oversee hiring and related human resource functions including staff development and staff conflict resolution
11. Integrate company functions with other divisions
12. Provide support to President as needed

- 13. Attend meetings and seminars as a representative of the corporation
- 14. Complete forms, time cards, reports, evaluations, and other paperwork as required
- 15. Assist in special projects or assignments as directed

CORPORATE EXPECTATIONS:

Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador that influences the public's impression of our organization. As such, every employee is expected to demonstrate the following attributes: Commitment, Enthusiasm, Flexibility, Positive Attitude, Proactive Approach, and Teamwork. These qualities are important to both individual and corporate success.

PAY GRADE: H

HOURLY WAGE: \$32.70
(\$68,016)

HOURS PER WEEK: 40