

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

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POSITION: **DIRECTOR OF WORKFORCE AND ECONOMIC DEVELOPMENT**

PURPOSE: Direct and manage the Workforce Development and Education Divisions

QUALIFICATIONS:

Education: B.S. in Education, Business, Sociology, or related field.

Experience: 5 years managerial experience over the delivery of programs, the provision of services, 2 years of which includes supervisory responsibilities.

Skills, Abilities, and Knowledge:

- a. Ability to exercise discretion and maintain confidentiality
- b. Ability to lead, motivate and supervise others effectively
- c. Ability to multi-task and set priorities
- d. Ability to understand and implement grant regulations, policies and procedures
- e. Problem solving ability where independent judgment is required
- f. Excellent accuracy, organizational skills, and accountability
- g. Ability to achieve goals and work independently with little supervision
- h. Excellent interpersonal and customer service skills
- i. Effective oral and written communication skills
- j. Machine operations including calculator, photocopier, computer, etc.
- k. Basic computer knowledge and skills

REPORTS TO: Chief Operating Officer

SUPERVISES: Workforce Manager, Fatherhood Initiative Supervisor, Youth Programs Supervisor, and Secretaries

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

Alternative hours; alternative locations

Mental Concentration: Considerable concentration intermittently

Interruptions: Occur constantly

Physical Efforts: Light physical effort in a predominately sitting position

Special Demands: Significant driving/travel and potential eyestrain

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. Direct Workforce Development programs and services including: Title I, EARN, Youth, and Fatherhood. Coordinate and direct the activities of supervisors and programs assigned, review and evaluate employee and program performance.
02. Maintain knowledge of Title I, EARN, Youth, ETI and Fatherhood and other programs as assigned to ensure meeting and exceeding guidelines and performance measures.
03. Design and document processes, develop strategies for process improvement, implement Smart Goals for both direct reports and programs, and trouble shoot daily operational challenges.
04. Develop and implement leveraged program matrix and coordinate data with ORS and CWDS.
05. Target recruitment through the development of a strategy to utilize social media platforms and community resources both internally and externally for employees, employers and clients.
06. Develop and maintain contacts with community and economic development organizations and educational institutions for the purpose of outreach, partnerships, and relationship building.

07. Create and implement a collaborative model to assist businesses looking to relocate or expand. Connecting them with human and capital resources and by developing workforce incentive packages.
08. Analyze the market trends in the counties that PIC serves which would include population trends, infrastructure, skills possessed, business needs, growth and forecasting for the purpose of addressing training needs, ETI programming, and workforce and economic development goals.
09. Maintain up to date knowledge of federal, state, and local priorities in workforce development and welfare by applying expert judgement to opportunities and threats facing the local economy.
10. Explore, pursue and support strategies to sustain and grow the division services through individual efforts and by working with key team members including the CEO, COO, CFO, Vice President of Business Services, Vice President of Early Childhood and Grants Writer.
11. Work cooperatively with other PIC Management members to ensure the compliance of all program guidelines and outcomes.
12. Oversee the maintenance of compliance for each grant and assist in grant preparation.
13. Responsible for marketing of the division.
14. Demonstrate fiscal responsibility with budgets.
15. Resolve staff and customer conflicts and complaints.
16. Attend meetings and seminars as a representative of the corporation.
17. Complete forms, time cards, and other paperwork as required.
18. Prepare reports as needed
19. 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.

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