

Preliminary Recruitment Schedule for Workforce Development Director

We'll speed up the process wherever practical.

- February 2 Executive Committee meets and develops/approves
- Plan for interim management
 - Recruitment process
- February 16 Full Board meeting electronically
- Discuss characteristics sought in a new director
 - Discuss and review current job description
 - Review interim management plan proposed by Executive Committee
 - Appoint a Search Committee
- February 24 Recruitment material sent to Search Committee for final review
- Job Description
 - Advertisement
 - Where to post advertisement notice
 - Community Profile
- March 2 Advertisement and marketing material go out
- April 1 Qualified Applicants identified and collated. List sent to Search Committee.
- April 12 Search Committee members return their ranked recommendations for list of people to be first interviewed.
- April 14 Search Committee meets electronically to review recommendations and build consensus list for candidates to be first interviewed.
- April 19-23 Conduct electronic first interviews to screen candidates. Create a short list of candidates for second interviews.
- May 3-7 Conduct second Interview. Identify candidate.
- Negotiate with candidate and conclude background research.
- May 18 Candidate meets with full Workforce Board.
- July 1 Candidate starts as soon as practicable.

Central Virginia Planning District Commission

Classification Description

Classification Title: Director of Workforce Development

Department: Workforce

Supervisor: CVPDC Executive Director

Pay Grade: 116

FLSA Status: Exempt

General Statement of Job

The Director of Workforce Development is primarily responsible for providing overall leadership to develop and strengthen support for workforce development from the business community through outreach, awareness and engagement. The Director will also coordinate efforts of various stakeholders and providers to develop and maintain a knowledge-based workforce to meet the needs and opportunities of a 21st century innovation economy; providing the primary connection between businesses and jobseekers.

Specific Duties and Responsibilities

Essential Functions:

Ensure funding, policies and action plans are executed in accordance with Federal and State mandates.

Perform difficult, professional and administrative work for the Central Virginia Workforce Development Board, the Central Virginia Workforce Council and other workforce related committees and Councils.

Develop and maintain a regional workforce plan with significant stakeholder input that coordinates with the Region's Comprehensive Economic Development Plan.

Develop annual action plans that serve to advance and implement the goals and strategies of the WDB's Strategic Plan. Make updates to Strategic Plan as may be necessary.

Actively engage with the business community in identifying and understanding their workforce needs. Increase both their awareness of the available resources that exist to meet those needs and also identify ways to provide strategies that serve unmet needs.

In partnership with workforce and education partners in addition to business and economic development input, create industry sector career pathway strategies that build a pipeline of qualified workers in those targeted clusters.

Recruit and orient new Workforce Development Board Members.

Responsible for creating meaningful and engaging Boar, Council and committee meetings.

Provide oversight of WIOA Title IB program elements and serve as the WIOA ED officer to ensure local compliance with federal and state laws and regulations, and supervision of technical support staff that performs such day-to-day functions.

Continually evaluate WDB-funded contractors using metrics to identify areas for service delivery improvement and make necessary changes to their operational procedures to ensure that desired outcomes are achieved, and community needs are supported in an efficient and effective manner.

Develop detailed budgets and monitor expenditures of programs with specific cost categories, and coordinate reports between WDB, the City of Lynchburg as the administrative entity and the state.

Research and respond to grant opportunities, develop innovative service strategies and establish business and community partnerships that create a funding portfolio beyond the federal WIOA funds.

Pursue, evaluate and recommend employer needs, educational alliances and external strategic partnerships which will lead to more effective workforce development initiatives.

Shape and advocate for the Central Virginia workforce system through ongoing education and communication targeted towards local decision makers, public and community agencies, business partners and the public. Also advocate at the state and national level on certain matters of local importance.

Encourage and facilitate the use of the workforce system by the community and partner organizations.

Working with School Superintendents and other workforce development providers, create a culture which prepares students in K-12 schools for appropriate opportunities after graduation, focusing on high demand occupations for Central Virginia employers.

Promote technical education in schools and industry; create opportunities to raise awareness among students, teachers and parents to the variety of career opportunities that are available in the region; and strategies to connect businesses more fully with K-12 students.

Facilitate development of educational programs to enhance basic work ready skills that employers have identified as crucial to their needs.

Provide leadership and supervision for Central Virginia Workforce Development Board staff to fulfill the local, state and federal WIOA mission, goals and outcomes.

Knowledge, Skills, and Abilities:

Ability to lead workforce initiatives is critical.

High degree of responsibility, creativity, vision, personal and professional integrity, accountability, collaborative attitude and diplomacy.

Thorough knowledge of principles and methods of administration and planning.

Ability to develop comprehensive and strategic plans.

Ability to collect, organize and analyze data.

Ability to communicate effectively, both orally and in writing, with Board and Council members, other community agencies and state and local governments.

Ability to express complex ideas effectively.

Ability to establish and maintain effective working relationships with the public, elected officials and subordinates.

Perform other duties as assigned.

Education and Experience

Bachelor's Degree from an accredited four-year college or university in planning, public or business administration, social work, sociology or related fields or an equivalent combination of training and experience is required.

Master's Degree is preferred.

Five (5) years of experience in management or a leadership position in programs, administration, staffing a public board, finance, or education is expected.

Relevant experience leading volunteer or non-profit organizations and a working knowledge of the Workforce Innovation and Opportunity Act (WIOA) or workforce development programs is preferred.

Must possess, or obtain by time of appointment, a valid motor vehicle operator's license.

Must authorize employer to obtain a copy of the applicant's driving record.

A pre-hire background check will be made on all candidates who are selected for employment. It may include checks of the following: criminal record, driving record, education, professional licensure, and credit history. Applicant will be required to sign a release authorizing CVPDC to obtain their background information.

Physical Conditions and Work Environment

Work is typically performed in an office setting with occasional extended periods of time at computer terminals. Extensive travel throughout central Virginia and occasional need to travel beyond the area for training or meetings will be required. Frequent contact with other community agencies within Workforce Development Board Area VII and officials from CVPDC is expected.

Date Approved:

Date Amended: February 28, 2021