

Albemarle Commission

512 South Church St.
Hertford, NC 27944
252-426-5753
www.albemarlecommission.org



Job Title: Workforce Development Director

Northeastern Workforce Development Board
Albemarle Commission
Hertford, NC

Description of Work:

Performs advanced professional and managerial work planning, organizing, and directing the employment and training programs in a regional ten county area consistent with the federal Workforce Innovation and Opportunity Act (WIOA). An employee in this class plans and directs the ten county employment and training programs in accordance with laws and program guidelines. Employee is involved in full range of managerial duties including long and short-term program planning, budgeting, procurement, grants, establishing procedures and standards that govern the administration of the service delivery area programs. Work also includes working with Boards to set policy direction and priorities; coordinating and facilitating working relationships with various boards, governmental agencies, other service providers, business community, employers, community colleges and other educational institutions. Work also involves supervising staff, developing vision and mission, communication, motivation, staff development, and related management activities. Determining program effectiveness and recommending changes to program administration are on-going components. Work is performed in accordance with state and federal guidelines and organizational policies and procedures. Work is performed under the general guidance of the Executive Director and reviewed by client and community acceptance, compliance with regulations, and program effectiveness.

Essential Duties and Tasks:

- Leads and participates in the development of policy, vision, and mission and related program design of the ten county region for employment and training programs; works with boards, staff, and other related agencies in collaboratively planning and implementing service delivery; performs short and long term program planning; collects necessary data and client and partner input to conduct program evaluation and leads in program re-design to increase program effectiveness.
- Performs all personnel related functions including recruitment and selection, performance evaluation, training, staff development, motivation, leadership, conflict resolution, communication and building shared vision.
- Oversees and participates in grant development and administration, budget development, procurement, and related fiscal monitoring and reporting; coordinates with agency fiscal staff as needed.
- Works with a wide variety of community and governmental agencies, educational institutions, employers, businesses and other groups to identify comprehensively needs and strategies; markets programs; promotes community education and awareness related to training and employment issues.

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- Leads in developing five year plans, policies and strategies; develops contracts; provides technical guidance.
- Participates in Rapid Response activities for worker dislocations.
- Provides leadership for the development, chartering, and oversight of the One Stop Career Center System in the region; acts as liaison to the Chambers of Commerce, Economic development Commissioners, local elected officials, etc.
- Staffs various Boards related to workforce development; engages private, public and non-profit agencies in joint missions; oversees preparation of Board agendas and minutes; evaluates Board effectiveness and recommends strategies as necessary.
- Supervises and participates in establishing necessary records, preparing reports, and insuring record and program compliance with WIOA.
- Performs related duties as required.

Education and Experience:

Graduation from an accredited college or university with a Masters degree in human services, public administration, psychology, social work, or related field and considerable experience of a progressive responsible nature in management of employment and training programs. Must demonstrate knowledge of law and policies governing WIOA and related laws, programs and guidelines and administrative requirements, including the One Stop Career Center System and knowledge of the principles, practices and regulations related to employment and training programs. Must have at least 5 years experience in workforce development and must have at least 6 months experience serving in a permanent or interim capacity of a Director or Assistant Director of a workforce development board.

Special Requirement:

Possession of a valid NC driver's license

Salary:

This position is a salary grade 30. The hiring range for this position is \$70,029.00-\$77,085.00.

Benefits:

The Albemarle Commission offers a generous benefits package to our fulltime employees, including paid vacation and sick leave; NC Local Government Employees' Retirement System; 401K employer contribution; employer paid health, dental, vision, and short/ long-term disability, life insurance; longevity pay after 5 years of service.

To Apply:

Email, mail, or drop off cover letter, resume, NC PD107 application, & 3 professional references to:

Amber Morse

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The Albemarle Commission is an Equal Opportunity Employer.