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## WORKFORCE DEVELOPMENT DIRECTOR

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**POST DATE:** April 4, 2017  
**LOCATION:** CMCOG, 236 Stoneridge Drive, Columbia SC  
**JOB TYPE:** Regular, Full-Time  
**DEPARTMENT:** Workforce Development  
**CLOSING DATE:** Open Until Filled

### **POSITION DESCRIPTION:**

The Central Midlands Council of Governments (CMCOG) is seeking an experienced professional to lead its Workforce Development department. Reporting to the Executive Director, this individual will plan, implement, and direct workforce development activities; provide strategic advice and input on matters pertaining to the Workforce Innovation and Opportunity Act (WIOA) program services; carry out the CMCOG/Midlands Workforce Development Board's policies and administers day to day activities and programs in accordance with legal responsibilities and Agency philosophies and values; and analyze and make recommendations on the impacts of federal and state legislation, regulation, and policy.

The Workforce Development Director's role is to represent and advance the Workforce Development Board's position to Local Elected Officials, the media, the general public, business and civic leaders, and workforce development organizations, and to build consensus in the interest of developing a workforce to meet the needs of the area's economy. Responsibilities fall into the following major categories: policy and system building; member support; external relations; administration; compliance. Departmental supervision is exercised over assigned personnel. The Director also reports to and takes policy guidance from the Midlands Workforce Development Board, the governance and policy-making body for the local Workforce Development Area.

### **DESIRED MINIMUM QUALIFICATIONS:**

- Graduation from an accredited four-year college or university with a degree in public administration, political science, business administration, or closely related field and extensive experience in planning and development, budget planning and oversight, leadership, and facilitation and negotiation; and
- At least six (6) years of progressively responsible management experience, including experience with boards, commission, and other policy-making officials; or
- Any equivalent combination of education and experience, which provides the necessary skills and abilities.

### **PREFERRED QUALIFICATIONS:** The successful candidate will possess the following:

1. Strong leadership and ability in leading teams in defining and achieving program outcomes and driving innovations throughout department;
2. Significant experience in collaborative efforts at the state and local level among government, business and community stakeholders;
3. Thorough knowledge of federal and state workforce development and other pertinent legislation, regulations, policies, and procedures;

4. Effective written and oral communication abilities, including the ability to speak comfortably before large audiences and to engage in open dialogue;
5. Knowledge and skill regarding administration of an entity with responsibility to oversee multi-million dollar programs, grants, and administrative processes;
6. Demonstrated experience in directing assignments of professional staff and facilitating the work of multidisciplinary work teams;
7. Experience in analysis of public policy, regulations, and legislation with knowledge of and ability to interpret federal workforce investment legislation, regulation, and policy;
8. General knowledge of and ability to operate personal computers, associated software applications, hardware and peripheral equipment;
9. Thorough understanding of and ability to effectively use social media and other 21st century communication tools to advance the goals of the department;
10. Understanding of and commitment to continuous quality improvement processes;
11. Ability to work and manage effectively in a dynamic and rapidly changing environment;
12. Capable of multi-tasking in a complex organizational setting with competing timelines; and
13. Skill and ability to interact with employees, associates, government officials and the general public in an effective and professional manner. Ability to deliver superior customer service. Ability to establish harmonious and effective working relationships. Discreet and diplomatic.

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**Interested and qualified candidates should submit an application.** To download application, go to [www.cmcog.org](http://www.cmcog.org), click on “News and Events” then “Employment”. Applicants should send application to: Recruitment Coordinator, Central Midlands Council of Governments, 236 Stoneridge Drive, Columbia, SC 29210, (fax) 803-929-2609 or (email) [fanderson@cmcog.org](mailto:fanderson@cmcog.org). A resume and cover letter must be included with the CMCOG employment application. **NO PHONE CALLS PLEASE.**

Offers are contingent on the verification of credentials and other information required by the application process which may include the completion of a criminal history and background.

*CMCOG is an Equal Opportunity Employer*