



WORKFORCE DEVELOPMENT DIRECTOR

POST DATE: October 14, 2022
HIRING RANGE: \$75,000 - \$85,000
LOCATION: CMCOG, 236 Stoneridge Drive, Columbia SC
JOB TYPE: Exempt, Regular, Full-time
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 other workforce development organizations. The role is also to build consensus in the interest of developing a workforce to meet the needs of the area's economy. The duties and responsibilities fall into the following major categories: policy and system building, member support, external relations, administration, and 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.

JOB RESPONSIBILITIES:

1. Formulates, implements, and reviews short and long-term Workforce Development program policies, objectives, goals, and plans.
2. Prepares, monitors, and controls departmental budget for allocated funds in a responsible manner.
3. Designs and administers training and employment programs in accordance with WIOA provisions.
4. Establishes effective procedures to audit, monitor, and evaluate the program's objectives.
5. Designs, negotiates, and processes program subcontracts for the delivery of services and activities.
6. Performs high-level managerial work in directing the staff and programs under the Workforce Innovation and Opportunity Act (WIOA) for the region.
7. Submits reports in a timely manner and makes recommendations to appropriate committees, boards, agencies, and governmental units.
8. Meets and communicates effectively with state and federal program and fiscal monitors to ensure adherence to policies, regulations, directives, and recommendations.
9. Performs any other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS:

- A. Bachelor's degree in public administration, political science, business administration, or other related field from an accredited college or university. Extensive experience in planning and development, budgeting and oversight, leadership, facilitation, and negotiation; Master's Degree is preferred but not required.
- B. At least six (6) years of progressively responsible managerial experience, including experience with boards, commissions, and other policy-making officials; or
- C. Any combination of education and experience which provides the required knowledge, skills, and abilities.

PREFERRED QUALIFICATIONS:

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.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Interested and qualified candidates should submit a resume, cover letter, and CMCOG application. To download the application, go to www.centralmidlands.org, click on "News and Events" then "Employment". Applicants should send their resume, cover letter, and CMCOG application to: recruiter@centralmidlands.org. This information may also be mailed to CMCOG Recruiter, 236 Stoneridge Drive, Columbia, SC 29210 by the closing date shown above.

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