

# hub19 Workforce Readiness Director



**Reports to:** The Board of Directors

**Wage Expectation:** up to \$100,000 depending on knowledge & experience

## **General Definition of Work:**

The hub19 Workforce Readiness Director plans, implements, and directs workforce readiness activities, carrying out its policies and administering day-to-day activities and programs following legal responsibilities and Board philosophies and values. The hub19 Workforce Readiness Director's role is to represent and advance hub19's position with all four school superintendents, students, parents, business partners, elected city and county officials, the media, the public, and all workforce readiness organizations (Dubois Strong, Dubois County Foundation, Dubois County Chamber, hub19, Patoka Valley Cooperative, high school/college Internships and apprenticeships, Tri-Cap and others as defined by the board) along with local colleges, VUJ, Ivy Tech, and others, as needed, and to build consensus in the interest of developing a workforce to meet the county needs.

## **Responsibilities Fall Into The Following Major Categories:**

- Policy and system building
- Member support, external relations
- Administration
- State Workforce Goal Alignment
- Fundraising & Grant Writing
- The Director also reports to and takes policy guidance from hub19, the governance and policy-making body for the local Workforce Readiness Area.

## **Knowledge, Skills, and Abilities:**

The position requires the following skills:

- Strong Leadership And Organizational Skills.
- Effective Written And Oral Communication Abilities, Including Speaking Comfortably Before Large Audiences And Engaging In Open Dialogue.
- Ability To Convey Complex Concepts Accurately And Succinctly To Distinctly Different Audiences (Both Orally And In Writing).
- Ability To Build Consensus Among Workforce System Stakeholders.
- Grant Writing And Fundraising Skills.
- Knowledge And Skill Regarding The Administration Of An Entity Responsible For Overseeing Multi-Million-Dollar Programs, Grants, And Administrative Processes.
- Strong Commitment To Improving Employment And Economic Opportunities For All Community Members.
- Thorough Knowledge Of Federal And State Workforce Development And Other Pertinent Legislation, Regulations, Policies, And Procedures.
- Demonstrated Support For Diversity Within The Department And Among Contracted Organizations.
- Understanding Of And Commitment To Continuous Quality Improvement Processes.
- ability to work and manage effectively in a dynamic and rapidly changing environment.
- capable of multi-tasking in a complex organizational setting.
- Ability to influence others without having direct authority.

## Education and Experience:

### Required:

- Bachelor's degree with business administration, public administration, political science, or related field coursework and extensive experience in planning and development, budget planning and oversight, leadership, and facilitation and negotiation.
- At least five years of progressively responsible management experience, including experience working with boards, commissions, and other policy-making officials.
- Considerable leadership and organizational experience.

### Preferred:

- Management experience in a directly related field; workforce development or human resource certifications are strongly preferred. An equivalent combination of education and experience may be considered.
- Experience working with a volunteer board of directors

## Demands of Position:

- Work closing with schools, students, and companies
- Sharing of success stories on social media
- Work requires visual acuity to perform extensive reading, conduct inspections, and perform administrative and computer work regularly.
- Vocal communication is required for expressing or exchanging ideas utilizing spoken words in both large and small groups.
- Hearing is required to accurately perceive information at normal spoken word levels in small and large settings.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work requires flexibility to adapt to frequently changing priorities in a demanding environment with inflexible /deadline requirements.
- Must be able to concentrate on tasks, manage a varied schedule, and effectively manage frequent work interruptions.
- Possibility of evening/weekend hours for networking events.

## Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below represent the knowledge, skill, and ability required.

Examples of Essential Functions Responsibilities listed below are provided directly and through delegation and oversight as appropriate and necessary to maintain smooth departmental operations.

1. Provide training to new members; organize Board development and strategic planning efforts; collaborate with the Chair to schedule Board meetings, develop agendas, and disseminate meeting materials; inform the membership of relevant issues; maintain Board membership by legislation and bylaws; assist Board in fulfilling its legal and ethical obligations.
2. Staff appropriate Board committee(s), working closely with the committee chair to schedule meetings, plan agenda and ensure assignments and expectations are carried out; coordinate other Board committee work with department staff to ensure staffing and implementation of Board and committee policies and recommendations.

## **Qualification Requirements *Continued*:**

3. Guide the Board in preparing strategic plans and other community leadership publications; serve as the official spokesperson for the Board; serve as Board liaison with local governments, organizations, businesses, and other entities interested in workforce readiness issues.
4. Build community and organizational relationships—lead efforts to implement innovative and effective initiatives and services through the community and other funding sources. Develop broad policy guidance to direct regional career, job training, and employment initiatives.
5. Serve as lead for regional workforce initiatives such as Southern Indiana Gateway 21st Century Talent Region. Lead other projects that enhance the development of a consolidated regional system.
6. Make presentations public and civic groups on matters of significance to the system; participate in community meetings and other public events that advance the Board's leadership role in workforce readiness and economic development issues; participate in state, regional, and national meetings, conferences, and training sessions designed to enhance professional knowledge and skills.
7. Review relevant data and literature to keep abreast of current trends and developments in workforce readiness and communicate key findings to appropriate individuals and organizations; maintain knowledge of additional funding opportunities and successfully implement with little or no prior preparation time.
8. Oversight of the production and distribution of public communications materials that identify the purpose, goals, and achievements of the Board.
9. Ensure the development of Local Area workforce plans, policies and procedures, modifications, and budgets by department staff and in keeping with Board policy.
10. Determine equitable allocation of funds in consultation with the Board and designated staff; assess and evaluate service delivery strategies and service provider outcomes; oversee performance measurements and standards established by federal and state regulations and the EEDC Board.
11. Coordinate development of department budget; monitor expenditures of department funds; analyze data, operational, and management reports for the region; prepare, review, and submit reports concerning activities, budget, expenses, and other items affecting program services.
12. Oversee contract negotiations and agreements for funding and implementation of programs; develop professional services requests; review proposals; select contractors; prepare contracts; oversee implementation of contracts; ensure that obligations are met; invoices are received, processed, and within parameters of contract budgets.

## **Measures of Success:**

- 21st Century Talent Region Dashboard Measures.
- Revisit hub19's Vision and Mission Statement.
- Revisit the Education Pillars and set measures.
- Refine hub19 data and facts and identify initiatives to assist with and set measures.
- Have monies in the bank for initiatives.