

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: COMPETITIVE
APPROVED: FEBRUARY 18, 2004

FLSA Status: Exempt/Administrative 1/4/2010

EXECUTIVE DIRECTOR NIAGARA COUNTY WORKFORCE INVESTMENT BOARD

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for designing, directing and coordinating activities to achieve the standards, goals and objectives of the Niagara County Workforce Investment Board (WIB). The WIB is established for the purpose of establishing policy, allocating resources and overseeing operations and performance of the area's workforce development systems (adult and youth) and for aligning the priorities of those systems with the economic development priorities of the area and its business community. The incumbent is responsible for ensuring that the policies and procedures established by the WIB are carried out in accordance with Federal, State and local standards and also for public awareness and community interaction with the system and for leadership in responding to the community and economic development priorities of the area as they relate to workforce development. The work is performed under the general direction of the WIB and its committees. Supervision is exercised over the work of WIB office staff, administers contracts and provides oversight of the One Stop Center and System operations. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Establishes short and long range objectives within the context of a five-year plan, specifying strategies and actions to achieve those objectives;
2. Guides and/or directs the Workforce Development (One Stop) System's Partners and Operators and WIB office staff in carrying out adopted plans, strategies and actions;
3. Establishes and maintains working relationships and collaborates with community leaders, WIB members and its committees, and Partners to achieve common objectives;
4. Selects, collects, compiles and analyzes data that is pertinent to determining the level and quality of functioning of the service delivery system and the degree to which performance meets the expectations of the WIB and of customer groups (individuals, businesses, governments and community leaders) and that will provide information that will ensure customer-driven decisions regarding policies and procedures;
5. Procures resources within and external to the One Stop System that will offset the cost of administration and service delivery;
6. Assists in the preparation of WIB agendas, minutes and materials designed to inform, guide or evaluate;
7. Advises the WIB and its members about their roles and responsibilities and assists with the recruitment and orientation of new members;
8. Develops, produces, distributes and presents materials designed to educate interested parties about the WIB and the One Stop System and to market its services;
9. Assists the WIB in developing the goals and performance expectations it has for the One Stop System and the methods it adopts for continuous quality improvement oversight;
10. Oversees the development and presentation of MOU's/CAP's, fiscal reports, annual budgets, and other required State and Federal reports;
11. Attends, and when necessary convenes or leads, area-wide, regional or statewide workshops, training sessions or meetings designed to share and learn from experiences with implementing the Workforce Investment Act.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and processes involved in business and organizational planning, coordination and execution including strategic planning, resource allocation, accounting principles and budget management as well as leadership and supervisory techniques; good knowledge of alternative instructional and education/training delivery methods and providers; knowledge of federal, state and local government political and bureaucratic structures and mechanisms for creating law, rule, regulation and guidance; working knowledge of business mathematics as they relate to understanding, compiling, managing data and budgets; ability to research and analyze studies and statistical data, compile and manage data, and to develop budgets; ability to communicate effectively both verbally and in writing; ability to comprehend and follow complex verbal and written instructions; ability to supervise and evaluate the work of others; ability to use logic analysis to identify the strengths and weaknesses of different approaches; ability to establish and maintain effective working relationships with others; good judgment; tact; dependability; physical condition commensurate with the demands of the position.

CONTINUED

EXECUTIVE DIRECTOR NIAGARA COUNTY WORKFORCE INVESTMENT BOARD CONTINUED

MINIMUM QUALIFICATIONS:

SUGGESTED PROMOTIONAL QUALIFICATIONS:

Two (2) years of permanent competitive status as Senior Employment and Training Coordinator immediately preceding the date of examination.

OPEN COMPETITIVE QUALIFICATIONS:

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree or higher in public or business administration, human resource management, human services or a related field and five (5) years of experience in public or business administration, human resource management, human services or a related field, at least two (2) years of the qualifying experience must have been in a supervisory or management capacity.

02/18/2004; 09/09/2003