



Director of Business Services and Registered Apprenticeship Programs **(Associate Director)**

Job Description

\$86,919.34- \$108,550.34
Annual Salary

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Definition

Under general supervision of the President/Executive Director, plans, organizes, provides direction and supervises the work of the Business Services unit. Example of duties include but are not limited to: oversee staff working in liaison with employers and their representatives to provide an array of support services to businesses which can contribute to their health/growth, maximize local employment opportunities, managing employer-based training contracts, assist employers in the development and maintenance of federal and state recognized Registered Apprenticeship Programs that lead to highly-qualified talent for employers, and coordinating organization-wide events. In addition, the incumbent will be assigned the traditional responsibilities associated with a 501(c)(3) private non-profit corporation, as well as the marketing of program services specific to the unit. Serves as a member of the Leadership Team and performs other related duties as required. Driving on behalf of the agency is a requirement for this position. This is an exempt position.

Supervision Exercised

Exercise technical and functional supervision of first line unit staff; may mentor newly hired employees in same unit.

Essential Functions of the Position

- Supervises and coordinates the efforts of the clerical and technical support staff assigned to the Unit/Project, and participates in the unit's employee interview process;
- Assists in implementing and overseeing special projects as assigned by the President/Executive Director;
- Responsible for stressing the role the WDB plays in helping to improve the productivity, profitability, and competitiveness of business by helping to provide, recruit, train, retrain, and advancement of a qualified, job-ready workforce;
- Responsible for overseeing scheduling, developing and arranging for high industry employers to participate in WDB organized Premier Job Fairs and recruitment events;

- Works in collaboration with other agency Division and Partner staff, and may make presentations to groups and organizations regarding program services, opportunities, and outcomes;
- Prepares and presents a variety of detailed and analytical labor market reports which require analysis and interpretation of data for use by the executive director, WDB members, department managers or other unit managers, as well as agency staff;
- Ensures unit staff's adherence to established Personnel Policies/and or Collective Bargaining Agreement;
- Understands and monitors the unit's budget;
- Attends community business organization meetings as a representative of the Board, and attends other meetings as directed;
- Coordinates services with local chambers and economic development entities;
- Promotes and oversees employer-based training, such as Registered Apprenticeship Programs (RAPs), On-the-Job Training (OJT), Incumbent Worker Training (IWT), Transitional Jobs (TJ), and apprenticeships; and
- Performs other duties as required.

Knowledge Of

- Standard principles and practices of employee supervision;
- Thorough knowledge of the local labor market and employer personnel needs and industries in Solano County;
- Thorough knowledge of work-based learning programs for the economically disadvantaged and dislocated worker populations;
- Key marketing trends and techniques;
- Registered Apprenticeship Programs;
- Working knowledge of economic development programs and services;
- Acceptable office policies and procedures, as well as public meeting standards and requirements;
- Basic principles associated with the organization, administration and oversight of a private non-profit 501(c)(3); and
- Generally acceptable office practices and techniques.

Skills

- Microsoft Excel
- Presentation Skills
- Marketing and Sales techniques
- Lightcast and other labor market tools
- Artificial Intelligence tools

Ability To

- Maintain accurate records and document actions taken;
- Maintain confidentiality of all agency, client, and Board files or information;
- Identify problems, examine alternative courses of action and draw logical conclusions, make decisions and or recommendations;
- Exercise critical thinking as well as independent judgment and tact;
- Make presentations to various groups of employers for the purpose of delivering business services, as well as obtaining referrals for job orders;
- Identify emerging industries and understand the impacts on workforce;

- Supervise, plan and evaluate the work of professional and non-professional staff assigned to the Unit;
- Develop and implement standard operating procedures for the unit;
- Understand current and future labor market trends and the impacts on workforce; and
- Integrate Artificial Intelligence tools into daily work.

Education and General Experience

Any combination of education and experience, which would provide the required knowledge and abilities, is qualifying. Options include:

Graduation from an accredited college or university with a bachelor's degree in counseling, Sociology, Psychology, Human Services, Public Administration, Business Administration or related field with a minimum of five years full-time paid experience in the field of training and/or employment programs or a related position;

OR

A master's degree in one of the above course work areas, with a minimum of two years' full-time paid experience in the field of training and/or employment programs or a related position;

OR

Completion of 120 semester units of college-level course work from an accredited college or university, with a minimum of seven years of related full-time paid experience in the field of training and/or employment programs or a related position.

Supervisory Experience

Position also requires a minimum of two years' supervisory experience which cannot be waived.

Additional Requirements of the Position

- Regular attendance and punctuality are part of all employees' job responsibilities. It is the employer's expectation that all employees are present and on time every day.
- Possession of a valid Class C California Driver's License (or the ability to obtain one by the start date) may be required for this position, however alternate forms of transportation will be considered on a case by case basis. The employee will be responsible for providing their own transportation for routine travel related to agency business.
- If the employee is driving their own personal vehicle, the employee must maintain a valid Class C California Driver's License, current automobile insurance, and a driving record that complies with the standards set by the Employer's Insurance Carrier. This requirement is mandatory and cannot be waived.