



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

President/Executive Director
Job Description

\$135,000 - \$155,000
Annual Salary

The salary and benefits package will be negotiated with the Workforce Development Board of Solano County's Board of Directors and is dependent upon candidate qualifications and experience. This will be reviewed at least annually.

The specifications highlighted below are not intended to reflect all required duties performed within this position.

Introduction

The Workforce Development Board (WDB) of Solano County, Inc. is a California 501(c)(3) private non-profit entity that works to build and sustain a skilled workforce, support a vibrant economy, and create a shared prosperity for the community of Solano County. The Board administers and operates a variety of publicly funded workforce development programs in partnership with the County of Solano Board of Supervisors, under a multi-year agreement. The County is the grant recipient of Workforce Innovation and Opportunity Act (WIOA) funds and the WDB agency is the administrative entity. The WDB also operates a number of special programs and services.

The non-profit agency has existed since 1982. Financial resources are principally public grants or contract funds received via entitlement grants or competitive grants-seeking efforts. The agency's program year budget is \$6+ million with 30 full-time positions. All WDB expenditures are paid through the County Treasury.

Additionally, the WDB hosts the Solano-Napa Small Business Development Center (Center). As host, the WDB provides administrative support and oversight for SBDC operations. The local SBDC has programmatic autonomy under the oversight of the NorCal SBDC.

The President/Executive Director position has responsibility to: 1) Ensure alignment with the WDB mission and vision; 2) administer all financial, personnel, labor relations, retirement system, procurement/contracting, communications, information technology (IT), facilities, Board support, and other related activities/obligations of a stand-alone non-profit organization; and 3) administer/operate a full range of workforce development grants and programs – notably the local federally-funded WIOA programs.

The incumbent President/Executive Director must possess the vision, as well as needed knowledge, experience, and proven capabilities to perform these areas of responsibility.

Definition

Under the direction of the Board of Directors, plans for, organizes, and administers the entire organization. This is the top administrator of the WDB agency and provided much autonomy and independence of action, in partnership with the Board of Directors.

The incumbent must have knowledge of federally funded, U.S. Department of Labor-administered grant programs, particularly of WIOA Adult, Dislocated Worker, and Youth programs.

The President/Executive Director must demonstrate: a familiarity with federal workforce development programs, modern methods of both private and public sector collaboration; a strong results-oriented approach; effective decision-making; sound budgeting and financial management; excellent organizational and personnel management; and well-reasoned program administration, implementation, and oversight.

The position requires the incumbent to have the ability to establish and maintain effective and cooperative relationships with the local County Administrator's Office; funding sources; customer groups (including job seekers, incumbent workers, and private business); local, state and federal governmental agencies; the media; and community-based organizations and community leaders.

This position is an exempt level position. Driving on behalf of the agency is a requirement for this position.

Distinguishing Characteristics

This is the senior-most management level classification that allows the incumbent a full range of responsibility and direct responsibility to manage and oversee the work of the Board of Directors, and various Units/Directors/Managers and staff within the WDB organization.

The incumbent is responsible for the development of organizational goals and objectives, strategic plans, and policies/procedures (to include WIOA policies and administrative policies). The incumbent will also provide direct staff support to the Board, assist the Board as policy maker and corporate Board of Directors; assist with the management of procurement and contracting functions; direct program operations; oversee/approve overall and division budget, staffing and expenditures; and assure attainment of grant/contract performance measures.

Essential Functions

- Act as the WDB's Chief Executive Officer and President, as well as chief policy advisor to the Board and its committees;
- Be responsible for the design, implementation, and operation of the Board's WIOA service delivery and operational system. This includes various WIOA grant programs and the local Americas Job Centers of California (AJCC) system;
- Oversee hosting services to the Solano-Napa Small Business Development Center;
- Engage in North Bay Employment Connection (NBEC) North Bay Workforce Region activities. Conduct fiscal lead agent duties for the North Bay region;
- Bring in additional funding and provide oversight to special projects and grants;
- Oversee grant procurement process, which may include writing of grant proposals;

- Be responsible, in conjunction with the Board, to establish, monitor, and periodically update the WDB's goals and objectives;
- Demonstrate excellent verbal and written communication skills – with the Board and all internal/external partner agencies and customer groups;
- Develop a comprehensive plan for overall workforce development efforts – consistent with the funding sources and local and regional goals/objectives;
- Be responsible for the direction, management, and coordination of all WDB staff in the achievement of the Board's goals and objectives;
- Ensure the WDB reaches job seekers and businesses with effective outreach and messaging;
- Act as chief liaison with the represented employee's union, namely SEIU Local 1021, and serve as the lead for contract negotiations and resolution of grievances;
- Develop and implement administrative policies and procedures, including the development of services, structures, reporting, and evaluation systems in order to ensure the effective and efficient performance of WDB-sponsored activities;
- Act as organization signatory on legal and fiscal documents on behalf of and at the discretion of the Board;
- Establish and maintain effective working relations with Federal, State, County, and local and regional government agencies;
- Report regularly to the Board on the WDB's financial status, Board action plan status, and other matters of significance;
- Oversee internal and external monitoring and audit processes, including any sub-recipient monitoring;
- Conduct all WDB business in compliance with applicable Federal, State and County regulations;
- Support the work of the state-level association of workforce boards;
- Ensure effective oversight of the fiscal department; and
- Serve as chief liaison to the County.

Minimum Qualifications and Employment Standards

Knowledge of

- Goals and objectives of the public workforce development system, including program coordination and administration;
- Federal and state workforce development legislation and regulations, as well as other closely aligned educational, social service and economic development legislation/regulations, or ability to learn;
- The principles and practices of organization management;
- Nonprofit operations;
- Accounting and fiscal practices, or ability to learn;
- Economic and labor market trends; and
- Labor contract negotiation techniques and union labor relations, or ability to learn.

Ability to

- Effectively work with the Solano County Board of Supervisors; local and regional County and/or City staff; and private industry staff to ensure successful implementation and operation of all WDB programs and objectives;
- Provide leadership as a convener in Solano County to address the needs and issues facing the current and future workforce;
- Secure additional funding streams for sustainability;
- Think strategically regarding the long-term success of the organization;
- Develop and maintain administrative processes which meet federal, state, and County policy requirements and improve service delivery;
- Establish and maintain effective working relationships with WDB board members and staff;
- Develop staff by providing vision, team involvement, professional development, tools and resources, mentorship, and transparent communication;
- Understand and respond to ongoing legislative and administrative initiatives and their potential impact on the local community;
- Successfully work with budgetary and management issues;
- Work and negotiate effectively with consultants, contractors, service providers, and/or union representatives;
- Ensure WDB reaches job seekers and business through effective outreach and messaging;
- Speak effectively in public and prepare clear and concise correspondence and reports; and
- Relate to the employment and training community, and to target populations served.

Education and General Experience

Education

Graduation from an accredited four-year college or university *preferred* with a major in business or public administration, economics, sociology, government, or a related field.

Experience

Six (6) years of increasingly responsible experience in the development, implementation and administration of employment and training related programs, including at least five (5) years in a mid-management or administrative role with supervisory experience which cannot be waived.

Substitution

(1) Additional-qualifying experience on a year-for-year basis within the functional position applied for and covered by this classification may be substituted for the required education on a year-for-year basis. (2) A master's degree in an acceptable major may be substituted for two years of experience.

Supervision Requirement

Must have a minimum of five (5) years supervisory experience overseeing managers as well as professional/technical staff. Supervisory requirements 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.