

MEDINA COUNTY COMMISSIONERS

Position Description Workforce Development Director



SUMMARY

Promotes Medina County's marketplace distinctiveness as framed by the working areas of government, health, education, technology, small business, major firm recruitment and retention, and general workforce services as manifested in the County's economic development initiatives. Provides leadership for establishing an on-going, proactive, relationship with area business, industry, education and government. Provides effective leadership in developing comprehensive program plans for implementing and evaluating planned programs. Identifies funding sources for program and project activities and works with advisory committees to ensure direct participation of employers, schools and service agencies in the development of curricula and delivery of services. Supervises assigned staff making the necessary organizational adjustments to achieve a highly effective team in workforce training and development.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- I. Promotes Medina County's marketplace distinctiveness as framed by the working areas of government, health, education, technology, small business, major firm recruitment and retention, and general workforce services as manifested in the County's economic development initiatives. Develops and executes an innovative business plan both to expand the County's portfolio of customized services and programs for business, industry, education and government and to position the County as a major player in advancing its economic development agenda. Serves as the chief liaison with Economic Development in marketing the County for business expansion and relocation. Positions Workforce Development as the premier source for staffing and professional development services in the region. **Time spent: 30%**
- II. Provides leadership for establishing an on-going, proactive, relationship with area business, industry, education and government. Serves as the primary liaison with business, industry, education and government in workforce training and development. Achieves and sustains innovative, collaborative partnerships and joint ventures with both public sector and private sector entities to increase the successful participation of underserved populations in the region's workforce. Establishes internal and external partnerships, including the creation of advisory committees, to guide in the development of policies, programs, and services to meet the County's role in workforce development activities. Develops and implements an evaluation system for the on-going assessment of the effectiveness of workforce training and development programs and services. **Time spent: 30%**
- III. Develops position statements on state and federal legislation pertaining to workforce training and development. Collaborates with other County departments in anticipating and responding to the demands for education and training. Provides effective leadership in developing comprehensive program plans for implementing and evaluating planned programs. Identifies funding sources for program and project activities and works with advisory committees to ensure direct participation of employers, schools and service agencies in the development of curricula and delivery of services. **Time spent: 15%**
- IV. Assists and/or prepares budgets, coordinates with other departments or agencies to assure maximum services. Develops and/or maintains records and reports in accordance with local/state/federal policies. Shares information about programs with various publics. Writes proposals for educational, business and industry contracts, adult education and grant projects; develops and markets promotional material; provides assistance in special projects and support services to advisory boards. **Time spent: 15%**
- V. Supervises assigned staff making the necessary organizational adjustments to achieve a highly effective team in workforce training and development. Accomplishes personal growth objectives and demonstrates professional ethics. Delegates and supervises staff responsibilities and assists in evaluating staff. **Time spent: 5%**

Class #: 61611C Class Title: Executive Director I Position Control #: 10444.0 Normal Wrkg Hrs from 8 am to 4:30 pm
County of Employment: Medina County Working Title: Director Workforce Development Pos # & Title of Supervisor: 10161.0, County Administrator

PRINCIPLE DUTIES AND RESPONSIBILITIES: (cont'd)

VI. Performs other duties as assigned. Maintains confidentiality of protected information. **Time spent: 5%**

Class Title/Position Number of Position(s) Supervised:

Secretary, Position Control Number 10454.0

Department Director: _____

Date: _____

Human Resources: _____

Date: _____

Appointing Authority: _____

Date: _____

	KNOWLEDGE ^ SKILLS ^ ABILITIES	PRINCIPLE DUTIES
Knowledge	(1) Sound business acumen. (2) Local and State network contacts of civic, business & education leaders. (3) Federal, state and/or community funding sources & mechanisms. (4) County economic initiatives. (5) Knowledge of mathematics, budgets. (6) Office practices & procedures*. (7) Administrative procedures. (8) County personnel policies*.	Investigates and/or seeks out funding resources. Keeps current with trends in workforce development, unemployment levels. Works with appropriate employers to identify needs and/or available resources within the county; Interprets and implements policies and procedures of funding agencies.
Skills:	(9) Records maintenance; (10) Works with a diverse range of community leaders. (11) Information research skills. (12) Database management. (13) Proposal and grant writing. (14) Organizing and coordinating. (15) Prepare & complete required paperwork mandated by federal, state and local agencies.*; (16) Write & prepare reports, presentations & memorandum; (17) Excellent problem solving skills. (18) Personnel management.	Provides ongoing, detailed, long- & short-term fiscal analysis of funding resources. Manages funding strategies for spending based upon available funds, existing funding obligations, grant limitations and restrictions, Timely preparation of proposals; Incremental funding requests.
Ability:	(19) Perform & prioritize complex tasks & multiple projects (20) Effectively communicate both orally & in writing. (21) Prepare RFPs, reports, presentations and proposals. (22) Make administrative/procedural decisions & judgments. (23) Analyze budgetary line items within guidelines. (24) Provide advice & information in areas of expertise. (25) Work cooperatively with co-workers, Commission members, agencies, committees & employers. (26) Share & safeguard information as required; (27) Define issues, collect data, facts; draw logical conclusions and then negotiate solutions; (28) Travel independently throughout county; (29) Function independently and have personal integrity; (30) With or without accommodations, talk, hear, stand, walk, use stairs, sit; use hands to fingers, handle or feel objects, tools, or controls; and reach with hands and arms;	Works with appropriate agencies or employers to identify needs and/or available resources. Increases services without incurring incremental costs. Researches and seeks funding resources. Coordinates county-wide initiatives. Compiles and maintains data for program evaluation and development. Reports monthly to Workforce Policy Board. Plans, organizes, directs and supervises department activities to support mission. Prepares and completes all mandated paperwork Answers routine questions & inquiries;

*** Developed after employment**

MEDINA COUNTY POSITION DESCRIPTION ADDENDUM

QUALIFICATIONS

- 1) 4-yr degree from an accredited college or university in marketing, communications, or other related discipline; Masters degree preferred.
- 2) Demonstrated ability to plan, coordinate, communicate, and implement a comprehensive, strategic workforce development program, to conduct long-range planning relative to economic development and the education and training needs of educational community, business, industry, and government; to coordinate programs with a wide range of community, civic and business leaders.
- 3) Demonstrated skills in analyzing situations, organizing resources and people, and applying principles and practices of effective management and supervision; in developing and maintaining entrepreneurial initiatives and partnerships; and in negotiating and communicating effectively while establishing cooperative working relationships with a diverse array of individuals contacted in the course of the performance of assigned duties.
- 4) 10 years progressive work experience in a strategically related field, with demonstrated results in managing people and tasks in a highly complex work environment.
- 5) Knowledge of financial budgeting.
- 6) Excellent public-speaking and presentation skills.
- 7) Experience using computer systems, software applications, and related office equipment.

COMPETENCIES / ESSENTIAL FUNCTIONS

The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Ability to travel independently throughout the county.
- Must be able to function independently.
- Mental capacities to make independent decisions.
- Maintain automobile insurance coverage and have access to an automobile.
- While performing the duties of this position, the employee travels by automobile and is exposed to changing weather conditions.
- Talk, hear, stand, walk, use stairs, sit; use of hands or fingers, handle or feel objects, tools, or controls; and reach with hands and arms.
- Specific vision abilities required for close vision and ability to adjust focus.
- Valid Ohio Driver's License and clean driving record.
- Mental aptitude to research and interpret local, state, and federal policies.