**Roles/Responsibilities**

**Executive Director**

* Serve as primary liaison to the LWDB and the Executive Committee; work closely with LWDB chair; interface between LWDB and the community; participate in and/or staff other community, government, and board committees as necessary.
* Able to transform workforce metrics into actionable goals.
* Provides staff support to the Board and its committees.
* Ensure sufficient development of the system and proper allocation of resources.
* Responsible for Board member orientation and Board development.
* Seeks out additional grants and funding to support the work of the Board.
* Works collaboratively with the state and other local workforce boards across Iowa.
* Build partnerships with private sector leaders to gather information about current or projected hiring needs, collect employer feedback about existing workforce services, and broker the development of new initiatives to fill skill gaps, as needed.
* Develop criteria for evaluating systems and measurement of performance and effectiveness of existing and proposed workforce investment activities.
* Directs the fiscal and reporting processes for federal, state, and private grants in accordance with applicable regulations and/or has the ability to appropriately delegate and oversee the successful completion of those duties.
* Oversees monitoring and oversight of Title I programs and or other grants received by the LWDB; recommend system changes that will improve service quality.
* Monitor and direct the development of policy, procedure and record keeping systems necessary to assure program compliance with all applicable legislation and regulation including the Workforce Innovation and Opportunity Act.
* Adhere to all IWD policy, regulations and Standard Operating Procedures as it pertains to Workforce Innovation and Opportunity Act.
* Coordinate with IWD Workforce Services and American Job Center Divisions and/or outside government agencies; develop policies and standard operating procedures to assure program compliance with regulatory requirements and changes for the LWDA.
* Keep up-to-date and analyze existing and proposed legislation, regulations and directives for impact on program operations.
* Represent the LWDB at regional, national, and local meetings and conferences.
* Translate LWDB and the Board of Chief Elected Officials policies and mandates into effective operational procedures to meet the needs of workforce development programs.
* Oversee all phases of the administration of the LWDB including local and regional planning, budget oversight, proposal development, contract management, monitoring and evaluation of programs, and community relations.
* Oversee the development and implementation of an annual operational plan for the local American Job Centers, including Title I program budgeting, cost-sharing negotiations and capacity-building activities. ·
* In coordination with IWD Labor Market Information division, Direct the development of labor market studies, surveys, analysis, and reports related to community employment and employer skills development needs.
* Performs other Local Board Required Functions under Iowa code as required by the Board.

**Associate Director**

* Works with the LWDB, Executive Director, and Title I Director in identifying potential sites and partners for future expansion of the Title I programs, both geographically and in serving targeted populations.
* Ensures Title I programs are administered in compliance with applicable regulations and policies; reviews, interprets and communicates regulations, policies, and procedures with and to Title I Service Provider.
* Ensures system integration of operations with service providers and programs; directs the implementation and monitoring of corrective action plans.
* Collaborates with Title I Director on program planning, development, and implementation to ensure responsiveness concerning needs and availability of resources; participates in executive management meetings to recommend new and revised policies and procedures; initiates and implements new programs.
* Directs data quality assurance to address findings, trends, and data related activities.
* Assists in identifying and securing opportunities to diversify LWDB funding streams and, when designated, oversees the development and implementation of new programs created by those funds that benefit the One-Stop Delivery System as a whole.
* Represents LWDB in the community to recognize, assess, and respond to community needs and concerns; coordinates efforts with various service providers, government officials, professionals, to resolve issues of mutual concern; prepares reports noting trends or escalating issues; responds to request for information from interested parties such as board members, media, government officials and the general public.
* Works closely with the Fiscal Agent to ensure the appropriate management of resources for Title I programs; ensure efficient operations and compliance with budgetary limitations; develops and submits budgetary recommendations to finance committee.
* Works closely with Business Engagement Teams to plan and implement supply and demand strategies and efforts.
* Establishes and maintains effective relationships with economic development agencies in the local area needed for the supply/demand alignment.
* Builds and sustains workable partnerships with community organizations and federal, state, city and county agencies that benefit the One-Stop Delivery System as a whole.
* Develops plans, policies, procedures, and recommendations and foster future program development and growth.
* Recruits subject matter experts to participate on various LWDB Committees (e.g., Youth and Operations)
* Travels to locations to visit and ensure quality service delivery processes.
* Prepare and provide follow up of board meetings

**Executive Assistant**

* Meeting management including preparing agendas, printing financial reports, taking notes, distributing action items, and arranging catering
* Communicating on the founder's behalf both internally and externally
* Email management on behalf of the founder
* Running errands and attending in person meetings multiple times per week
* Complex calendar management and scheduling (both personally and professionally) on behalf of the Founder
* Varying personal and professional administrative tasks including, but not limited to, booking appointments, research projects, coordinating travel, and ordering gifts/flowers, etc.
* Light project management and accounts payable duties
* Organization of office, emails, drives, folders, etc.