Mississippi Valley Workforce Development Board

# EXECUTIVE DIRECTOR JOB DESCRIPTION

**Modified:** December 28, 2020

**REPORTS TO:** Mississippi Valley Workforce Development Board Chair

The Executive Director shall serve as the chief staff officer for MVWA as set forth in this job description. The Executive Director provides leadership and executive management for the Mississippi Valley Workforce Development Board (MVWDB) and the workforce development system. The Executive Director works with the Board to establish a strategic vision and acts as an advocate for the organization throughout the Mississippi Valley Workforce Development Area (MVWA), the eight- county area which includes Des Moines, Louisa, Henry, Lee, Clinton, Jackson, Muscatine and Scott counties, and with the state of Iowa. The executive director has broad authority to carry out the day to day operations of the Board in compliance with local, state, and federal policies, laws, regulations, and by-laws adopted by the MVWDB.

# QUALIFICATIONS

* Bachelor’s degree in public policy, business, urban planning, public administration or a related field. An advanced degree is desired.
* Specialized background with knowledge regarding employment issues, workforce development, job training, strategic planning, policy and program development, and program evaluation.
* Excellent interpersonal skills to establish and maintain effective working relationships with all levels of management officials and outside groups.
* Strong ability to lead, coach and develop others.
* Ability to build partnerships with education, government, business, industry clusters and Board development.
* Knowledgeable in local economic conditions, educational and workforce trends, as well as local and state economic development policies and programs.
* Experience in grant writing and seeking other funding sources.
* Experience in budget development and financial management.
* Experience in developing policies and procedures.
* Ability to work independently and with a large board of directors.
* Demonstrated analytical, problem solving, decision making and conflict resolution skills.
* Excellent oral and written communications skills.
* Willing to live in the eight-county Local Workforce Development Area (Des Moines, Louisa, Henry, Lee, Clinton, Jackson, Muscatine and/or Scott) or ability to relocate.
* Willing to work a flexible schedule and travel as needed.

# ESSENTIAL JOB FUNCTIONS

* Serve as primary liaison to the MVWDB and the Executive Committee; work closely with MVWDB chair; interface between MVWDB 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, CEOs, 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 WIOA 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.
* Conduct monitoring and oversight of board contracts and grants received by the MVWDB; 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 and modify 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 MVWDB at regional, national, and local meetings and conferences.
* Translate MVWDB 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 MVWDB 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 MVWDB and CEOs.

# EXPECTATIONS

* The Executive Director shall work 40 hours a week, on a flexible schedule to accommodate all board, committee meetings, and other required events as deemed necessary by the MVWDB.
* The Executive Director will be expected to work from a home office when not attending board- related events and meetings, unless otherwise designated by the MVWDB.
* The Executive Director will keep all MVWDB confidential documentation in a locked filing cabinet on location at a One-Stop Center or at his/her home office.
* The Executive Director will have authority to enter into contracts on behalf of the MVWDB when contracts are approved by the MVWDB or designated committee, or other documents authorized in the annual operating budget, or to receive funds.
* The Executive Director will have the authority to serve as the signatory to approve expenditures and expend funds after the annual budget has been set by the MVWDB.
* The Executive Director will have authority to apply for funding and grants that do not have matching requirements without prior MVWDB approval.
* The Executive Director will not enter into any agreement with respect to MVWDB with any association, partnership or company in which the Executive Director has a financial interest in without the prior written approval of the MVWDB. The Executive Director shall comply with all Iowa laws and policies adopted by the MVWDB related to the ethics and conduct of public employees.
* The Executive Director will not during employment or at any time thereafter, disclose any confidential information concerning the business or affairs of MVWDB, except as required by law.
* The Executive Director will retain, or direct the retention of, as required by Iowa law, all records of MVWDB, MVWA and CEOs, and that all such retained records will remain in the custody of the MVWDB at all times.
* The Executive Director will submit a written report to the MVWDB executive committee, by the April executive committee meeting date of each year describing the Executive Director's accomplishments for the previous year. After receipt of the Executive Director's Performance Report, the executive committee of the MVWDB will complete the Executive Director's annual evaluation no later than June 30.

# SALARY

The starting salary for this position is $90,000 with the Muscatine County benefits package. This salary shall be renegotiated at the end of any of MVWA’s fiscal years in which the MVWDB fails to appropriate money or when there are cuts to WIOA funding for the upcoming fiscal year insufficient for the performance of the functions provided by the Executive Director. The MVWDB shall make, in good

faith, all reasonable efforts to secure the necessary funding for the position filled by the Executive Director and for the operation of MVWA.