

EXECUTIVE DIRECTOR OF THE GLOW WORKFORCE DEVELOPMENT BOARD

DISTINGUISHING FEARTURES OF THE CLASS: The Incumbent will be responsible for the strategic implementation and facilitating the day-to-day activities of the workforce development plan developed by the GLOW region under the Workforce Innovation Opportunity Act (WIOA) as well as oversight for fiscal and program administration for the WDB. The Executive Director will report to the Chairperson of the GLOW WDB. Supervision is exercised over a small group of subordinates. Does related work as required.

TYPICAL WORK ACTIVITIES:

Provide leadership for the WDB, its Executive Committee, and all standing and ad hoc committees, and any support staff;

Provide support to all committee chairs;

Maintain open, direct and responsive communication with the WDB and its committees;

Plan scheduled WDB meetings and other key activities;

Implement orientation and ongoing training of WDB members as necessary to ensure members feel confident and capable of carrying forth the mission of the WDB;

Facilitate the participation of all members on the WDB and in WDB activities, including meeting with the designees (board members) as appropriate;

Coordinate the development and implementation of the WDB's strategic plan for the GLOW Region Workforce Development system;

Implement policy and program development directives of the WDB;

Provide strategic leadership on workforce development initiatives and issues;

Promote and negotiate strategic partnerships to increase the coordination of local investments in workforce development;

Interpret the Workforce Innovation and Opportunity Act (WIOA) and other workforce legislation for the WDB; provide policy options for WIOA implementation and execution;

Assist in the development and implementation of a monitoring, evaluation, and continuous improvement system for workforce programs;

Ensure execution and compliance with all WDB issued policies

Negotiate and/or approve contracts in conjunction with the Grant Recipient with sub- contractors, suppliers, federal or state agencies, or other; organizational entities;

Coordinate the implementation of the Memorandum of Understanding (MOU);

Provide direct oversight for fiscal and program administration;

Build and manage relationships with key stakeholders related to workforce development within the four-county region, including: Economic Development Agencies, Educational Institutions, Community-Based Organizations, Private (small and large businesses) and Non-Profit Organizations, and other appropriate organizations/individuals;

Facilitate communication and interaction between multiple organizations throughout the GLOW Region to assist in the Economic growth of the region;

Maintain open, direct, and responsive communications with stakeholders and other interested parties;

Initiate and oversee activities to promote and build investment in the work and accomplishments of the WDB;

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Prepare and administer, with input from the Grant Recipient, and the annual budget;
Train and supervise staff for the WDB;
Ensure compliance with the Workforce Innovation Opportunity Act; including, but not limited to, the areas of WDB membership and technical plans required of the WDB by the State of New York;
Conduct periodic One Stop site and Workforce Development site reviews to insure positive results of Workforce Program monitoring, evaluation and continuous improvement systems;
Knowledge of program and fiscal support activities related to WIOA funds;
Directs, manages, supervises the preparation of the budgets and reviews expenditures periodically and makes program recommendations for Board approval to ensure proper expenditure of WIOA funds;
Provide reports to WDB regarding program and fiscal related activities;
Other duties as assigned and required in implementation of WIOA funded activities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND/OR PERSONAL CHARACTERISTICS:

Working knowledge of project management; excellent communication skills including written, oral, verbal/electronic and the ability to present to groups; strong leadership and organizational skills; working knowledge of federal and state workforce development grants, programs and policy, including WIOA Experience in planning, as well as policy development and implementation; ability to work independently and/or in team settings and to build partnerships between various organizations, including government, public and private entities knowledge in working with boards, councils, committees, and other public decision making bodies, working with the community, public, and non-profit organizations, and all levels of government; ability to relate effectively with a variety of individuals with a high level of integrity; strong analytic and technical competency ability to work under pressure, dedication of resources and time to the job ability to set goals and follow through, develop action plans, and adapt to change; grant writing ability.

The physical 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. While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk, hear, and operate a motor vehicle. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

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MINIMUM QUALIFICATIONS:

- A. Possession of Bachelor's degree or higher with **AND** two (2) years' experience in fiscal management, human services, workforce development, or grant writing.

OR:

- B. Possession of an Associate's degree **AND** four (4) years' experience in fiscal management, human services, workforce development, or grant writing.

Special Requirement for appointment and continued appointment: Possession of an appropriate valid New York State Driver's License.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Adopted 2/26/25

Non-Competitive 1/15/26

Revised 3/21/25