



Workforce Development Board of Butler | Clermont | Warren

Position Title: Deputy Director, Workforce Area Incumbent:
Class Title:

Department:	BCW Workforce Development	FLSA Status:	Exempt
Reports To:	Executive Director	Civil Service Status:	Unclassified
Pay Range:	\$65,000 - \$75,000	Employment Status:	Full-time
Probation:	365 days	Lunch:	Unpaid
Work Hours:	As needed for productivity and performance		

JOB RESPONSIBILITIES:

Managed by the Executive Director, the BCW|Workforce Deputy Director will:

- Monitor the performance and continuous improvement of BCW|Workforce's Ohio Means Jobs (OMJ) System Operator and Career Service Provider-related contracts, agreements, policies and procedures;
- Influence, plan, coordinate, and implement effective workforce development solutions throughout BCW|Workforce's 3-county workforce jurisdiction and the southwest Ohio region;
- Meet or exceed assigned project-related deadlines and goals.

In the Administration of these responsibilities, the Deputy Director will satisfactorily engage and regularly update the BCW|Workforce leaders, including:

- Chief Elected Officials (CEO Consortium)
- Workforce Board of Directors (WIBBCW)
- BCW|Workforce Operations/Administration
 - Executive Director
 - Employer of Record
 - Fiscal Agent
 - WIOA Policy and Legal Consultant(s), and
- Contracted and Sub-Contracted Workforce Area Recipients
 - OMJ System Operator and Intermediaries
 - OMJ System Partners and Career Service Providers (Career Advisors)

ESSENTIAL FUNCTIONS:

In collaboration with these entities, major projects include:

1. Coordinating with elected officials, business, state, local and community leaders about multiple workforce development issues;
2. Co-Facilitating most workforce board meetings and ensuring that meetings are held according to workforce board by-laws and Ohio public meeting and sunshine laws;
3. Representing the BCW|Workforce in member associations
4. Producing an area strategic workforce plan;
5. Managing adult, dislocated worker, and youth program contracts, policies and procedures, and monitoring the administration of the contracts;



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6. Managing the success of local performance goals;
7. Facilitating negotiations between elected officials and workforce system partners for the Memorandum of Understanding;
8. Competitively procuring or awarding contracts for providers of employment and career services for adult worker, dislocated worker and youth, and the OhioMeansJobs one-stop system operator;
9. Developing budget items for the workforce board; and
10. Certifying the BCW|Workforce Development Area's Board of Directors (WIBBCW)
11. Certifying the OhioMeansJobs One-Stop Centers.
12. Ensuring workforce area compliance with the Workforce Innovation and Opportunity Act (WIOA);
13. Implementing and overseeing WIOA-related state and locally relevant laws, contracts, policies, performance goals, audit and monitoring projects;

Through these projects, the Area Administrator will solicit and integrate solutions that actualize the board's vision of a high quality workforce system, meeting the needs of the area's businesses, employers, workforce and job seekers.

OTHER DUTIES AND RESPONSIBILITIES:

- Occasionally travel to various locations for meetings, events or other gatherings, including national travel
- Facilitate the execution of certain administrative support duties
- Analyze facts to objectively understand a problem or develop a solution
- Exercise audience-adaptive communications
- Perform other duties as required by the Executive Director
- Work autonomously with minimal supervision

QUALIFICATIONS:

- Two to five years of experience as a Senior or Executive leader/manager
- Experience managing complex budgets and reporting on financial matters of multiple, major public / private contracts
- Public speaking experience
- Experience building partnerships with stakeholders
- BA, BPA/BPP or BBA

Desired:

- Knowledge of the Workforce Innovation Opportunity Act (WIOA) or its related partners, programs or services
- Two years' experience with Workforce or Economic Development Programs
- Experience with Public Policy development/advocacy



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- Experience with strategic plans and/or continuous quality improvement initiatives
- MA, MPA/MPP or MBA

Or any combination of training and work experience which indicates the possession of the skills, knowledge and abilities listed above.

LICENSURE AND CERTIFICATION REQUIREMENTS:

- Valid Ohio driver's license
- Certified Workforce Professional Desired

HOW TO APPLY

E-mail your current resume to:

Info@BCWorkforce.com

OR

Mail a hard copy of your current resume to:

BCW|Workforce Operations
406 Justice Drive, Suite 301
Lebanon, OH 45036

Filing Deadline: February 26, 2021

Vacancy will remain posted until the position is filled. The BCW|Workforce will review applications as received.