

**WARREN COUNTY COMMISSIONERS  
POSITION DESCRIPTION**

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Position Title: Business and Employer Solutions Team (BEST) Intermediary Contract:  
Class Title:

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Department:	BCW Workforce Development	FLSA Status:	Exempt
Reports To:	Exec. Director	Civil Service Status:	Classified
Pay Range:		Employment Status:	Contracted Employee
Probation:	365 days	Lunch:	Unpaid
Work Hours:	As needed for productivity and performance		

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**JOB RESPONSIBILITIES:**

The 3-County BCW|Workforce Development Area's Employer Solutions Intermediary (or Business & Employer Solutions Team (BEST) Intermediary coordinates the Area's employer-related workforce services and solutions, under the Workforce Innovations and Opportunities Act (WIOA).

The Intermediary will research, track and triage employer needs, so the BEST can execute a Business & Employer Solutions Team *Coopetition* Plan, meet or exceed employment-related goals, and guide the area's workforce and job seekers towards retainable jobs, career paths and livable wages.

The Intermediary is also the BCW|Workforce's Approvals Manager for employers who seek significant training dollars.

In the Administration of these goals, the Area Administrator will satisfactorily engage and regularly update the BCW|Workforce's:

- Chief Elected Officials (CEO Consortium),
- Board of Directors (WIBBCW),
- BCW|Workforce Operations (WIBBCW Administration)
- Employer of Record (Warren County)
- BCW|Workforce subgrant and contracted recipients,:
  - BCW|Workforce System Operator
  - Career Advisors (Adult, Dislocated and Youth Services Providers)

**ESSENTIAL FUNCTIONS:**

In collaboration with these entities, and through the BCW|Workforce's Business & Employer Solutions Team (BEST) Intermediary will:

1. Align the BCW|Workforce Board (WIBBCW), the Workforce System Operator, the OMJ One-Stop System's Business & Employer Solutions Team (BEST) partners, to ensure that a comprehensive employer-focused engagement and services delivery structure exists;
2. Coordinate the OMJ One-Stop System's multi-county employer accounts-related partners and service providers to develop, execute and continuously improve the *Business & Employer Solutions Team (BEST) Coopetition Services Delivery Plan, Effectiveness in Serving Employers* goals and the combined local/regional strategic plan;
3. Maintain and develop positive C-level business and employer relationships with large and small employer and occupational clusters and, economic development leaders;

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4. Serve as the Administrative link between the BCW|Workforce area and its employers by handling questions, interpreting and administering employer contracts and helping resolve employer-related problems.
5. Utilize the WIBBCW's BEST Committee to:
  - a. Identify solutions and/or improvements to source, develop and/or upskill talent for employers;
  - b. Advise business and employers about business-related legal, benefit or policy matters;
  - c. Guide employers through difficult staffing duties, including dealing with understaffing, disputes, terminations and disciplinary procedures;
  - d. Research and identify layoff risks:
6. Collect and distribute economic, labor force and workforce development information and data for the Area;
7. Review the BEST protocol and its effectiveness regularly, every four years as part of the development of the local area's plan, every two years as part of the local area plan review and modification, or as needed.
8. Facilitate the administration's approval and management of Incumbent Worker Training (IWT) and Rapid Response Emergency Assistance Funds (RREAF).
9. Ensure compliance with the Workforce Innovation and Opportunity Act (WIOA), and its related state and locally relevant laws, contracts, policies, performance goals, audit and monitoring projects;
10. Develop and maintain BCW|Workforce contracts, plans and agreements;
11. Recommend Local Performance Measures for State negotiations;
12. Co-facilitate
  - a. Board, Committee and/or Ad-Hoc Meetings;
  - b. Administrative and/or community-based Solutions Groups, and;
  - c. Event, Meeting and group-related activities, projects and tasks.
13. Represent the BCW|Workforce in member associations;
14. Align with Ohio's [Business Resource Network](#);
15. Pursue new funding sources, service strategies, participation in the development of the BCW|Workforce budget;

Through these projects, the Intermediary will generate improvements that meet the needs of the area's employers.

### **OTHER DUTIES AND RESPONSIBILITIES:**

Employee may be required to

- Telecommute or travel to various locations for meetings, events or other gatherings, including national travel.
- Represent the BCW|Workforce or OMJ One-Stop system in meetings and/or seminars.
- Execute certain administrative support duties.
- Analyze facts to objectively understand a problem or develop a solution.
- Exercise audience-adaptive communications.

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- Perform other duties as required by the Executive Director.
- Work autonomously with minimal supervision.

**QUALIFICATIONS:**

- Five years' experience with economic development, labor force and/or workforce development programs.
- Knowledge of the Workforce Innovation Opportunity Act (WIOA).
- Experience contributing to strategic workforce plan development.
- Public speaking experience.
- Experience building partnerships with stakeholders.
- Experience with regulatory compliance and fiduciary requirements.
- Current Ohio Driver's License
- BA, BPA/BPP or BBA

**Desired:**

- Experience engaging with WIOA workforce areas or one-stop system operators.
- Experience with Public Policy development/advocacy.
- Experience with Economic Development initiatives.
- Five years' experience in senior management.
- Experience with process/systems improvement initiatives.
- Experience managing complex budgets and reporting on financial matters.
- CBI – Certified Business Intermediary.

**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

Mail a current resume and cover letter to:  
BCW|Workforce Administration  
406 Justice Drive, Suite 301  
Lebanon, OH 45036

Filing Deadline:  
Continuous; however, first review of applications will be on July 1, 2021.