



BOONSLICK REGIONAL PLANNING COMMISSION JOB DESCRIPTION

JOB TITLE: Workforce Development Director

REPORTS DIRECTLY TO: BRPC Executive Director

SUPERVISES: Workforce Development staff (4)

STARTING SALARY RANGE: \$35,000 - \$45,000

GENERAL DESCRIPTION: Responsible for leadership, direction, and administration of Workforce Development programs at the Warrenton Job Center.

SPECIFIC RESPONSIBILITIES:

- Achieve overall goals of Workforce Development programs.
- Manage day-to-day operations of the Missouri Job Center-Warrenton.
- Preparation of applications for submission to funding sources.
- Assist in development and implementation of a work plan to deliver all Workforce Development programs and services to the businesses/residents of the region.
- Assist in development and monitoring of budgets for all program funds and ensure expenditures are within budget allocations.
- Ensure adequate program and participant records are maintained and that required reports, including agency and funding sources, are submitted.
- Implement workforce policies to comply with funding source requirements.
- Keep informed about program-related legislation and technical developments; keep BRPC Executive Director and program staff informed of these developments.
- Involvement with the selection of BRPC Workforce Development staff. Directly responsible for orientation, training, scheduling, review, and evaluation of staff.
- Ensure appropriate staff coverage of the Job Center and coordinate work processes across functions to ensure seamless delivery of services.
- Confirm accurate documentation and necessary reporting in required workforce computer systems for the state of Missouri and regional workforce board.
- Establish and maintain effective working relationships between program staff, government entities and public officials, relevant community agencies, businesses, funding sources, and the regional Workforce Development Board.
- Share program information with communities to make them aware of services, purpose and goals.
- Advise the BRPC Executive Director, including monthly updates, on all program planning and policy matters.

- Consult with the regional Workforce Development Board on questions of operation and procedure.
- Monitor and evaluate program effectiveness, including goal achievement and program impact.
- Perform additional duties as assigned by the BRPC Executive Director.

KNOWLEDGE, SKILLS AND ABILITIES:

- Significant management and supervisory experience in the public or private sector.
- Experience in customer service and workforce development.
- Knowledge of office communication, personnel morale.
- Ability to deal effectively and tactfully with a wide variety of individuals in person, via telephone and in writing to create a positive image for the organization.
- Ability to deal with interpersonal relations and conflict resolution.
- Ability to communicate effectively with verbal and written means.
- Ability to handle confidential information in a professional manner.
- Ability to work independently or collectively with staff on a variety of projects.
- Knowledge of workforce development programs and ability to identify opportunities to support organizational initiatives.
- Ability to communicate effectively and make presentations to groups.
- Analytical ability to gather and summarize data.
- Knowledge of computer software programs.

OTHER FACTORS:

- Valid driver's license required.
- Some travel required, including out of region trips to conferences/trainings.

DESIRED QUALIFICATIONS:

- Bachelor's degree in business, public administration, sociology or related area is preferred. Equivalent experience in a similar field will be considered.
- Three to five years of work experience in an office environment or other related work.