



Mississippi Valley Workforce Development Board

EXECUTIVE DIRECTOR JOB DESCRIPTION

REPORTS TO: Mississippi Valley Workforce Development Board Chair

JOB TYPE: Full-time Employee

FSLA STATUS: Exempt

DESCRIPTION

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.

KEY RESPONSIBILITIES

- Serve as liaison to the MVWDB and the Executive Committee; work closely with the MVWDB chair; interface between MVWDB and the community; participate in and/or staff other community, government, and board committees as necessary.
- Provides staff support to the Board, CEOs, and its committees.
- Represent the MVWDB at regional, national, and local meetings and conferences.
- Works collaboratively with the state and other local workforce boards across Iowa.
- Coordinate with Iowa Workforce Development 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 Local Area.
- Keep up-to-date and analyze existing and proposed legislation, regulations, and directives for impact on program operations.
- Transform workforce metrics, policies, and mandates into actionable goals and ensure sufficient development of the system and proper allocation of resources.
- Develop criteria for evaluating systems and measurement of performance and effectiveness of existing and proposed Workforce Innovation and Opportunity Act activities.

- Directs the fiscal and reporting processes for federal, state and local grants in accordance with applicable regulations and has the ability to appropriately delegate and oversee the successful completion of those duties.
- Direct monitoring and oversight of board contracts and grants received by the MVWDB and recommend system changes that will improve service quality.
- Adhere to all Code of Federal Regulations, the Workforce Innovation and Opportunity Act, Iowa Workforce Development policy, regulations, and Standard Operating Procedures as it pertains to Title I programming.
- In coordination with Iowa Workforce Development Labor Market Information division, Direct the development of labor market studies, surveys, analysis, and reports related to community employment and employer skills development needs.
- Develop, implement, modify, and update a 4-year local plan at the direction of the board.
- Develop the Memorandum of Understanding which includes the Infrastructure Funding Agreement and have an understanding of various cost-sharing methodologies.
- Direct and oversee the procurement of service providers, vendors, and oversee contract management.
- Work collaboratively with financial staff to provide regular and timely financial reports including information specific to each contract to the board and CEOs.
- Maintain a thorough understanding of how Workforce Innovation and Opportunity Act funds (and other funds under the local board) can be spent including limitations and requirements.
- Be knowledgeable of past and current performance levels of the local area and be informed of trends in the local market which are impacting or could impact future performance outcomes.
- Manage all board staff including human resource functions.
- Oversee and direct 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.
- Performs other Local Board Required Functions under federal and Iowa code as required by the MVWDB and CEOs.

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 a plus.
- 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 communication 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.

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 the authority to enter into contracts on behalf of the MVWDB as the local grant recipient, 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. Admin expenditures over the amount of \$2,000 will require prior written approval from the board chair.
- The Executive Director will have the 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 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 anytime 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 all such retained records will remain in the custody of the MVWDB at all times.

SALARY & BENEFITS

The starting salary for this position is \$90,000 with an excellent benefits package from Muscatine County. 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.

*Equal Opportunity Programs/Employer
Auxiliary aids and services are available upon request for individuals with disabilities.*