

**YUMA COUNTY WORKFORCE DEVELOPMENT BOARD
POSITION DESCRIPTION**

Title:	Executive Director
Reports to:	Yuma County Workforce Development Board
Classification:	Exempt At-Will position
Benefits:	401K, Medical, Dental, Vision, Life & Disability Insurance, Mileage Reimbursement
Revision Date:	June 2018
Salary:	Negotiable

SUMMARY

The Yuma County Workforce Development Board is seeking a dynamic and accomplished leader with a passion for Workforce Development to step into an exempt Executive Director (ED) position that serves as the Chief Executive Officer of the Yuma Private Industry Council, Inc. (YPIC). The ED is responsible for providing strategic leadership for the organization by working directly under the guidance of the Yuma County Workforce Development Board (WDB) to establish and implement the vision, guiding principles, objectives/goals and strategies to fulfill the mission of the organization.

The Board delegates responsibility for management and day-to-day operations to the Executive Director, including the authority to carry out these responsibilities, in accordance with the direction and policies established by the Board. The Executive Director is charged with maximizing the value and impact of the organization, and is also ultimately responsible for working with Core Partners to ensure the performance measures set by the U.S. Department of Labor & the U.S. Department of Education are met in the administration of the Workforce Innovation and Opportunity Act (WIOA).

The Executive Director is responsible for the integration of Arizona@Work partners into the culture of YPIC while conforming to all WIOA mandates. The Executive Director is actively engaged in the community and collaborates closely with local agencies, and also participates in State-wide committees and activities (travel is required).

Must meet the following requirements: A Bachelor's Degree and five years of experience, or equivalent work and experience in a progressively responsible management position in workforce development, education, labor relations, economic development, or human resources that required the interpretation and effective implementation of government regulations.

Must be able to demonstrate a working knowledge of the following concepts, skills and abilities:

Non-Profit Governance & Operations; Leadership; Strategic Planning, Community Outreach & Partnership; Ability to work in a diverse multi-cultural community.

MISSION STATEMENT OF THE WORKFORCE DEVELOPMENT BOARD

To meet the unique and changing needs of our community by providing quality workforce development and career services that enhance personal self-sufficiency and economic growth.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

1. Administration and Support of the Yuma County Workforce Development Board

Supporting Skills

- Support operations and administration of the Board by providing regular updates, advising Board members, interfacing between Board and staff.
- Support Board's governance, oversight and strategic direction.
- Plan and coordinate regular Board meetings and provide program updates.

2. Direct Development and Oversee the Delivery of the Yuma County Workforce Development Plan

Supporting Skills

- Participate with partnering organizations in the strategic design of the Workforce Development Plan in accordance with State guidelines.
- Responsible for the delivery of the Workforce Development Plan.
- Collaborate in activities for monitoring and review, with the goal of continual improvement of service delivery.
- Implement corrective action on an ongoing basis.

3. Develop and Negotiate Contracts with the State's Workforce Innovation and Opportunity Act Administration, the Grant Recipient, and Service Providers

Supporting Skills

- Maintain comprehensive knowledge of the levels of need and service delivery related to WIOA in the service area.
- Clarify specific opportunities and service needs required of YPIC and partnering organizations in the delivery of services.
- Maintain a thorough understanding of the organizational issues of the Arizona@Work partners.
- Negotiate contracts that match the needs of service populations and the capacity of providers.

4. Direct Development of the Operational Budget for All Administrative Entity Functions

Supporting Skills

- Recommend yearly budget for the Board approval.
- Provide oversight and guidance for budgetary development.
- Provide budgetary control.

5. Provide Fiscal Oversight of Administrative, Employment and Training Program

Supporting Skills

- Maintain primary responsibility for all fiscal activities and operations associated with the Yuma Private Industry Council.
- Develop systems to ensure effective use of funding for the Yuma Private Industry Council and partnering agencies.

6. Provide Performance Oversight and Technical Assistance to Service Providers

Supporting Skills

- Serve as the key workforce development professional, having primary responsibility for overseeing performance and offering technical assistance to providers.
- Ensure the presence of effective systems for ongoing learning by service providers.
- Facilitate client responsiveness by the Yuma Private Industry Council and partnering organizations.

7. Serve as the Major Liaison for the Private Industry Council, Inc. with Federal and State Government Agencies, the Grant Recipient, Local Elected Officials and Service Providers

Supporting Skills

- Maintain primary responsibility for communication with government agencies on behalf of the Private Industry Council.
- Serve as the key liaison for the Private Industry Council with the grant recipient (Yuma County Board of Supervisors) and local service providers.
- Maintain active and ongoing communication with local elected officials on behalf of the Private Industry Council.

8. Provide a Liaison with Educational Institutions, Business Organizations, Economic Development Agencies and the General Community

Supporting Skills

- Serve in the capacity of key spokesperson for the Private Industry Council with all key external audiences of the organization.
- Maintain currency in major developments within education, economic development and businesses.
- Develop and maintain knowledge of important events in the general community.
- Maintain current and nurture future collaborations with Business, Economic Development, Education, Government, and Community Based Organizations.

9. Human Resources Management

Supporting Skills

- Lead, inspire, and motivate the organization's entire staff.
- Provide effective and timely guidance in resolving personnel issues.
- Effectively attract and retain talent.
- Develop staff by investing time and resources in their professional growth within the Board approved organizational budget and personnel policies.
- Utilize diverse and innovative methods to instill the values of the corporation.

CORPORATE VALUES

Integrity:

- *Be a responsible corporate citizen committed to the health & safety of others, compliance with laws, regulations, and company policies;*
- *Behave in a businesslike manner demonstrating mature, professional actions;*
- *Be fair, honest, trustworthy, respectful and ethical in all engagements;*
- *Honor all commitments;*
- *Be accountable for all actions, success and failures.*

Teamwork:

- *Be committed to the common goal;*
- *Perform tasks in a manner that benefits the entire organization;*
- *Openly communicate up, down, and across the organization;*
- *Value the diversity of our workforce;*
- *Show willingness to make adjustment in schedules, and maintain openness to others' ideas of working approaches;*

- *Willingly share your resources.*

Performance/Initiative:

- *Focus on what is important, perform careful and thorough work;*
- *Establish and communicate clear expectations;*
- *Relentlessly pursue success;*
- *Strive for flawless execution;*
- *Work hard, celebrate successes and learn from failures;*
- *Remain flexible, adapt to change and balance multiple priorities;*
- *Continuously look for ways to improve self, services and processes;*
- *Technical and Job knowledge; how well you demonstrate the understanding, knowledge and technical skills required for your job.*

Learning

- *Commit to develop and improve throughout your career;*
- *Actively seek ways to build upon your capabilities;*
- *Learn from sharing past decisions and actions both good and bad to continuously improve performance;*
- *Demonstrate a willingness to use new and different approaches in completing tasks and offer resourceful solutions;*
- *Use creativity and imagination to develop new ideas and approaches; Improve by benchmarking and adopting best practices.*

Corporate Level Contribution

- *Perform tasks in a manner that benefits the entire organization;*
- *Seek to consistently improve quantity, quality, accuracy and efficiency;*
- *Look for small improvements as well as major improvements;*
- *Identify and eliminate unnecessary work and non-value added activities;*
- *Optimize time and resources;*
- *Teamwork: how well you work with others and fit into the corporate culture.*

Customer Service

- *Anticipate the needs of those served, and demonstrate true caring;*
- *Deliver the very best every day to make a difference;*
- *Continuously look for ways to improve self, services and processes;*
- *Demonstrate a positive attitude;*
- *Make and cheerfully spend time to consistently exceed clients' and colleagues' expectations;*
- *Show humility for the role played in the lives of others;*
- *Respect co-workers (by being on time, etc.), and appreciate similarities & differences of each employee.*

CORE SKILLS

Language

- *Speaking: Talking to others to convey information effectively.*
- *Oral Expression: The ability to communicate information and ideas in speaking so others will understand (respond effectively to the most sensitive*

inquiries or complaints, effectively presenting information and responding to questions from groups of managers, clients, employers, customers, elected officials, and the public).

- *Oral Comprehension: The ability to listen to and understand information and ideas presented through spoken words and sentences (respond effectively to the most sensitive inquiries or complaints (effectively present information and/or respond to questions from groups of managers, clients, employers, customers, elected officials, and the general public).*
- *Speech Recognition: ability to identify and understand the speech of another person.*
- *Speech Clarity: ability to speak clearly so others can understand you.*
- *Writing: **The ability of communicating effectively in writing as appropriate for the needs of the audience.***
- *Written Comprehension: ability to read and understand information and ideas presented in writing).*
- *Written Expression: The ability to communicate information and ideas in writing so others will understand (write clear and concise memoranda without close supervision).*
- *Reading Comprehension: Read, analyze, and interpret general instructions, technical procedures, and government regulations (understanding written sentences and paragraphs in work related documents).*
- *Fluency in the English language required.*

Mathematics

- *Apply mathematical concepts such as probability and statistical inference, fractions, percentages, and ratios.*

Reasoning

- *Problem Sensitivity: ability to tell when something is wrong or is likely to go wrong (does not involve solving the problem, only recognizing there is a problem).*
- *Deductive Reasoning: ability to apply general rules to specific problems to produce answers that make sense (solves practical problems, collect data, establish facts, and draw valid conclusions).*
- *Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).*
- *Critical Thinking: The use of logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions or approaches to problems.*
- *Interpret a variety of technical instructions.*

Technology

- *Demonstrates **proficiency** in software including but not limited to Microsoft Windows, Microsoft Office, Microsoft Excel, and Microsoft Access (Database).*
- *Demonstrates **proficiency** in Internet usage.*

Socioeconomic

- *Maintains an awareness of socioeconomic factors bearing on unemployment, local labor community problems, and/or resources relating to the labor market.*

Supervisory

- **Active Learning:** *Understanding the implications of new information for both current and future problem-solving and decision-making.*
- **Time Management:** *Managing one's own time and the time of others.*
- **Learning Strategies:** *Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.*
- **Directly or indirectly supervises all functions of the Private Industry Council, and maintains primary responsibility for the organization.**

Interpersonal

- **Social Perceptiveness:** *Being aware of others' reactions and understanding why they react as they do.*
- **Service Orientation:** *Actively looking for ways to help people.*
- **Must possess excellent interpersonal skills.**
- **Must demonstrate excellent self-control and confidence during presentations.**

Physical Demands

- **Talk and hear.**
- **Active Listening:** *Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.*
- **Reach with arms and hands.**
- **Use hands and fingers to operate keyboards and other office equipment.**
- **Near Vision:** *The ability to see details at close range (within a few feet of the observer).*

Other

- **Demonstrate public speaking skills. Make oral presentations to groups in local and statewide activities.**
- **Demonstrate interviewing skills.**
- **Demonstrate data entry and retrieval skills.**
- **Demonstrate appropriate interpersonal skills to accomplish tasks.**
- **Interpret federal and state rules and regulations.**
- **Must possess or be able to obtain a valid Level One Fingerprint Clearance Card.**
- **Must possess or be able to obtain an Arizona Driver's License, reliable transportation, and current full coverage insurance.**
- **Must clear a background check with Arizona Department of Child Safety.**
- **Must demonstrate the Core Values of the Organization and abide by all policies.**

Review the complete job description and download the application at www.ypic.com

The following **application package** must be submitted to the Human Resources Department of the Yuma Private Industry Council, Inc. Incomplete packages will not be considered!

- ✓ Letter explaining your interest in the position
- ✓ Complete Signed Application
- ✓ 3 Letters of professional references
- ✓ Resume
- ✓ Motor Vehicle Report

**THE APPLICATION PACKAGE MUST BE RECEIVED NO LATER THAN JULY 30, 2018
AT 5:00PM ARIZONA TIME**

Methods to Apply:

a) IN PERSON:

Bring the application to 3834
W 16th Street, Yuma, AZ
85364
Monday thru Friday from
8:00AM to 5:00PM
*Holidays are observed

b) By Regular MAIL:

Mail to: Human Resources
Manager
Executive Director Selection
Committee
3834 W 16th Street, Yuma, AZ
85364
Application package must be
received by the due date

c) By E-Mail:

E-mail To: hr@ypic.com