

**YUMA COUNTY WORKFORCE DEVELOPMENT BOARD**  
**Invites applications for the position of: EXECUTIVE DIRECTOR**

*This position reports to the Yuma County Workforce Development Board (Yuma, Arizona); it is an Exempt At-Will position. Salary is negotiable and benefits include: 401K, Medical, Dental, Vision, Life & Disability Insurance, Mileage Reimbursement.*

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**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 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 & Partnerships; Ability to work in a diverse multi-cultural community.*

**HOW TO APPLY:**

**Review the complete description and download the application at [www.ypic.com](http://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 16<sup>th</sup> 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 16<sup>th</sup> Street, Yuma, AZ  
85364  
Application package must be  
**received by the due date**

**c) By E-Mail:**

E-mail To: [hr@ypic.com](mailto:hr@ypic.com)