



Lincoln Trail ADD

Job Description

Director

Pay Grade 22

STATUS	
Date: 18 January 2023	Department: Employment & Training
FLSA Status: Exempt	Reporting Authority: Executive Director
Supervisory Responsibility: Deputy Director	

Position Overview:

This position is a part of the Workforce Team and is under the administrative direction of the Executive Director, the Lincoln Trail Development Association (LEO Consortium) and the Lincoln Trail Workforce Development Board in providing strategic leadership, guidance and technical expertise in region-wide workforce development. This position emphasizes development and implementation of workforce programs, sustains community involvement at the federal, state and local level, and ensures programmatic and fiscal compliance with all applicable legislation, regulations and policies.

Duties & Responsibilities:

- Serves as chief staff to the Lincoln Trail Workforce Development Board and its Executive Committee, and the Lincoln Trail Development Association to influence, plan, coordinate and implement effective workforce development strategies through the region.
- Advises and informs the Workforce Board Chair, Chief Local Elected Official and board committees about national, state and local developments regarding workforce development activities.
- Demonstrate thorough, in-depth knowledge of the principles, methods and procedures to administer and oversee workforce grant funds as well as other federal, state, local and/or private grants funds, workforce legislation, programs and activities.
- Ensure organization compliance with all workforce related guidelines pertaining to program and seamless integration into the overall system delivery model.
- Lead, coach, develop and retain workforce staff to ensure effective management of workforce programs as well maintain strong working relationships with public and private organizations, local elected officials' business, education, workforce, philanthropic, nonprofit and economic development.

- Assists the board in formulating, implementing and overseeing short and long-term strategic goals, policies, objectives and plans.
- Directs activities and operations of the Workforce Department and its staff, contractors, partners and programs.
- Responsible for the management of reporting, analysis and maintenance of workforce programs including, but not limited to: legislation, policy, standards, procurement, contracting, oversight and implementation.
- Designs, procures, negotiates and processes program contracts for the delivery of workforce services and activities.
- Responsible for development of local and regional plans for workforce programs.
- Provide assistance, when requested, in the completion of major work items that require workforce expertise.
- Assist the Executive Director and Deputy Director as requested in programmatic and administrative functions.
- Attend various local, state and national meetings as warranted.

Education & Experience:

- Required: Bachelor's degree in social sciences, psychology, government or related field and five (5) years experience in workforce, public policy or economic development and in a leadership/management role.
- Preferred: Master's degree in Public Administration, Government, Business or a closely related field. Must have three (3) years of experience in workforce, public policy or economic development and in a leadership/management role.

General Qualifications:

- Results Oriented – Set and attain challenging goals.
- Strategic Decision Making - Gather, organize and evaluate information; establish short- and long-term goals; execute a plan of action and adjust if required.
- Program Management – Design, implement, and manage multiple programs direct related personnel and resources to ensure successful executive of program activities.
- Professional Savvy – Ability to exhibit confidence, at the highest levels of public and provide organizations and professional diplomacy while effectively relation to people at all levels, internally and externally.
- Business Acumen – Use economic, financial, market and industry data to understand and improve business and program results, understand industry trends, and leverage understanding of the organization to contribute to effective business strategies and tactics.
- Collaboration – Ability to work cooperatively with others to accomplish objectives to business and maintain mutually beneficial partnerships, leverage information, and achieve results.
- Change Leadership – Provide direction and focus during organizational/program change process and assist with the development of strategies to manage the change process.

- People and Organizational Development - Commit to plan and support the development of staff and identify new technical and/or business capabilities to improve performance, efficiency and effectiveness.
- Must be able to establish and maintain effective working relationships with LTADD Staff, ADD and Workforce Board members, State, City and County government officials, as well as other governmental officials.
- Must display sound judgment, perform under stressful conditions, and make timely and accurate decisions.
- Must be able to act as an ambassador for LTADD at functions, create professional reports, and be an effective public speaker.
- Must hold a valid Kentucky Real ID Driver's License.
- LTADD is a drug free work place and an EOE, AA, ADA, Title VI employer. This position may require skills testing and criminal background screening.

Work Site:

Work is generally sedentary in an office setting, however flexibility for travel and mobility to attend meetings is a must. May require walking, flying, or operating a vehicle. This position requires attendance of after hour meetings and overnight travel with limited notice.

Workplace Hazards:

No known hazards exist in the workplace. Must operate a staff vehicle and general office equipment in the course of daily duties.