



## **Assistant Director, North Alabama Workforce Development Council (Region 1)**

### **OVERVIEW**

The North Alabama Regional Workforce Development Council (RWC Region 1) works to facilitate implementation of programs and services that support economic and workforce development in the area by addressing the workforce needs of regional business and industry partners. The Council is designed to be business led and market driven as an integral part of a comprehensive workforce development system serving individuals and employers through partnerships with regional education and training providers.

The Region 1 Council serves the following counties in North Alabama: Colbert, Cullman, DeKalb, Franklin, Jackson, Lauderdale, Lawrence, Limestone, Morgan, Madison, Marion, Marshall and Winston.

### **JOB DESCRIPTION**

The Assistant Director will co-lead with the Executive Director in the implementation of workforce development efforts for the North Alabama workforce region. The Assistant Director will co-lead in the areas of industry cluster formation and the establishment of partnerships with K12, post-secondary, Chambers of Commerce, Economic Development Authorities, government officials, boards and associations. Furthermore, the Assistant Director will support the Executive Director in the implementation of policies established by the Council, evaluate the effectiveness of all Council operations and represent the Council to regulatory bodies, elected officials, other agencies, community and civic organizations, donors, funders and supporters, and the general public. Travel is required throughout the 13 counties of Region 1.

This is a state funded position with funds being approved annually by the Alabama Legislature. This is an Exempt position and will be an employee of the Council, a 501(c)3 organization, and will report to the Council's Executive Committee.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- **Workforce Development**
  - Assist Executive Director in the programmatic implementation necessary to meet the Core Performance Indicators (CPIs) set forth by the Alabama Department of Commerce Workforce Development Regional Workforce Council Division and the Alabama Workforce Council (AWC).
  - Proactively and consistently meet with employers, individually and through networking among partners in the region, to determine the region's current and future workforce needs –



specifically establishing industry career clusters in accordance with State CPIs throughout the region and implement programming according to the needs of each.

- Build alliances, coordinate efforts and communicate regularly and effectively with local business and industry, training providers, state agency partners, Economic Development Authorities; Boards/Associations, education partners and elected leaders in all the counties within the region.
  - Regularly communicate with K-12, postsecondary, and higher education officials about the current and future workforce needs so they may participate in career awareness and exploration activities, and adjust their program offerings, if necessary, to meet the workforce demands of the region.
  - Publicize, through all appropriate means, the workforce training programs available through regional training providers and provide a central point of contact for public and private entities seeking workforce training services.
  - Refer any requests for training to the appropriate regional training providers and when multiple providers are involved, help coordinate the activities.
  - Document activity and happenings through monthly reports to the Executive Committee any meetings, industry or partner visits, connections and partnerships made and provide meeting minutes when necessary and/or requested.
  - Monitor progress and ensure programs are aligned with the goals of the state's Success Plus plan.
- **Council Leadership**
    - Co-lead RWC and other meetings throughout the region to include meeting notices, agendas, local arrangements, and minutes as set forth by the RWC Executive Committee.
    - Ensure adherence to operating guidelines as defined by the Alabama Workforce Council (AWC) and strategic plan initiatives as defined by the RWC.
    - Prepare for and lead Industry Cluster meetings to include identifying location, room setup and logistics, technological requirements, inviting and accommodating speakers, and ensure that all minutes are kept and maintained with assistance from council and board members as necessary.
    - Visit with and identify best practices from other established, successful RWCs in the State and determine feasibility of duplication in Region 1.
- **Program Management**
    - Manage and lead an effective team dedicated to fulfilling the organization's mission through highly successful program implementation while building relationships with all regional, state, business, commerce, community education engagement, and possible fundraising targets as needed.
    - Coordinate with local agencies, training providers and the Council to provide data and information to state agencies, including the Alabama Department of Commerce Workforce



Development Division and any other interested parties, on training needs and workforce demands for the region.

- Conduct a needs assessment of current and future workforce capacity, skills development and training, both short-term and long-term training needs at least every two years; and Facilitate examination of the service delivery structure and coordination among resource providers in the region (i.e., Alabama Career Centers, two-year colleges, ATN, AIDT, K12, etc.)
- Proactively and consistently meet with employers, individually and through networking among partners in the region, to determine the region's current and future workforce needs – specifically establish and maintain industry clusters in accordance with State CPIs throughout the region and implement programming according to the needs of each.
- Establish Subject Matter Experts (SME) committee(s) to review workforce grants that are requested by service providers in the region.
- Oversee annual ACCS grant process to include Requests for Training (RFTs), receipt of applications, distribution to Subject Matter Experts and the Council, schedule and implement grant scoring session, and compilation/summary/submission to ACCS for funding consideration.
- Ensure proper receipt, timely processing and submission of grant applications (EITP, ICI/SPEC POP) to include identifying subject matter experts when necessary.
- Monitor the progress and effectiveness of state and federally funded training projects awarded to service providers in the region, report successes and any issues to the Council.
- Coordinate the marketing and promotion of workforce development efforts for the region alongside Project Manager.
- Work with Project Managers to support programs with Industry Cluster involvement.

Perform other tasks and duties, which are consistent with goals of the Council, as assigned by the Council Chair and members.

## **EDUCATION/EXPERIENCE**

- Bachelor's degree from an accredited institution of higher education or equivalent work experience.
- Minimum 3-5 years of prior experience managing and developing workforce development or related programs in education, government or business/industry (direct experience with business/industry highly preferred);
- Prior experience working with government and non-profit agencies to secure funding and develop programs, preferred.
- Prior experience with customer relations, professional boards and volunteers.
- Working knowledge of career and technical education and/or workforce development issues

## **PROFESSIONAL REQUIREMENTS**

- Excellent verbal and written communications skills to include agendas, minutes, letters, emails, etc.



- Display a sense of urgency with regards to calls, emails, deadlines, project timelines, etc.
- Exceptional people skills with an outgoing personality
- Strong organizational and time management skills
- Self-starter with a high degree of professionalism
- Ability to perform job function with minimal supervision
- Ability to develop new ideas, concepts and solutions and bring them to fruition
- Strong computer skills with Proficiency in Microsoft Office programs
- Occasional overnight out-of-town travel is required. Must have a valid driver's license, automobile insurance, and a reliable automobile for travel within the region. Reimbursement will be provided for all approved business travel expenses according to state per diem regulations.
- Must own your own vehicle; and be able to comply with all federal, state, and local laws regulating safe driving policies and procedures.
- Ability to perform all essential functions of this position with or without reasonable accommodation, including regular and predictable attendance, the ability to get along well with others, and represent the Council in a professional and positive manner
- Maintain a high ethical standard in dealing with information of a highly confidential nature;
- Work cooperatively and positively with all Council members and volunteers to promote an environment of excellence and teamwork
- Exhibit a total commitment to maintaining high quality service standards; demonstrates excellent skills in dealing proactively with prospects, members, public officials, visitors, colleagues, and all regional contacts

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Intermittent standing, sitting, driving at both daylight and night , and walking.
- Using hands repetitively to handle, feel or operate computers, standard office equipment, and motor vehicle.
- Reaching with hands and arms.
- Intermittent lifting and carrying between 5 and 25 pounds.

*North Alabama Works is an equal opportunity non-profit 501(c)3 employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran status or status as an individual with disability. All qualified applicants will not be discriminated against on the basis of disability.*