



## Job Announcement

### **Executive Director of Workforce Development/Southwest Alabama Workforce Development Council**

The Southwest Alabama Workforce Development Council (SAWDC) of Alabama works to facilitate implementation of programs and services that support economic and workforce development in the area and addresses the workforce needs of new and existing businesses and industries. The council is designed to be business led and market driven and shall be an integral part of a comprehensive and collaborative workforce development system serving individuals and employers.

SAWDC serves the following counties in southwestern Alabama: Baldwin, Choctaw, Clarke, Conecuh, Escambia, Mobile, Monroe, Washington and Wilcox counties.

In addition, the Council works closely with the 2-year community college system including Bishop State Community College, Coastal Alabama Community College, Reid State Technical College and other educational and training providers.

### **Executive Director of Workforce Development**

SAWDC is seeking an Executive Director of Workforce Development to coordinate, implement, and execute all workforce development efforts in the region. This position will be the central point of contact for any private or public entity seeking information and assistance with workforce training in the southwest Alabama area. The Executive Director of Workforce Development will be responsible for building alliances and coordinating efforts of local business and industry, training providers, employment agencies, Chambers of Commerce, IDBs/IDAs, education officials and elected leaders in all the counties within the region.

### **Duties and Responsibilities**

- Prepares and leads each SAWDC meeting with assistance from volunteer leadership and council members;
- Proactively and consistently meets with employers, individually and through industry clusters, to determine the region's current and future workforce needs;

- Coordinate or supervise coordination of workforce development programs, including but not limited to, Worlds of Opportunity, Educators Workforce Academy, Ready to Work, and any new programs undertaken in the future;
- Coordinates with local agencies, training providers and SAWDC to provide data and information to state agencies, including the Alabama Department of Commerce's Office of Workforce Development, and any other interested parties, on training needs and workforce demands for the region;
- Ensures that SAWDC is adhering to operating guidelines and meeting the accountability metrics as defined by the Alabama Department of Commerce, Office of Workforce Development;
- Regularly communicates with Pre-K-12, postsecondary and higher education officials about the current and future workforce needs so they may, if necessary, adjust their program offerings;
- Publicizes, through all appropriate means, the workforce training programs available through regional training providers and provides a central point of contact for public and private entities seeking workforce training services;
- Refers any requests for training to the appropriate regional training providers and when multiple providers are involved, provides assistance to coordinate the activities;
- Researches and pursues potential public and private workforce development funding opportunities for the region;
- Meets and effectively communicates with state and local program and fiscal monitors to ensure adherence to policies, regulations, directives and recommendations;
- Coordinates the marketing and promotion of workforce development efforts for the region;
- Presents program objectives to individuals, groups, businesses, agencies, elected officials and organizations to encourage their cooperation, participation and to solicit suggestions, feedback and partnerships;
- Maintains an accurate copy of all SAWDC records, paperwork, and filings;
- Supervises, directs and mentors SAWDC staff to include hiring, disciplinary actions, terminations, performance evaluations, positive or negative counseling, etc.;

- Performs such other tasks and duties, which are consistent with goals of SAWDC, as assigned by the SAWDC Board of Directors or the Chair of SAWDC;

### **Minimum Requirements**

- Bachelor’s degree from an accredited institution of higher education
- Three years of private/public sector management and/or human resources experience or equivalent
- Working knowledge of career and technical education and/or workforce development issues
- Excellent written and verbal communications skills – both public speaking and by phone
- 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 daily supervision
- Thinks “outside the box” to offer new ideas, concepts and solutions
- Capable of maintaining sensitive/confidential information
- Proficient in an automated work environment using Microsoft Office programs including, but not limited to Outlook, Excel and Word
- Must be able to work normal hours of 8:00 a.m. – 5:00 p.m., Monday through Friday; Participation in occasional early morning, evening, or weekend meetings/events is also required
- Occasional overnight out-of-town travel is required; Must have driver’s license, automobile insurance, and a reliable automobile for travel within the region. Executive Director will be reimbursed for all approved business travel expenses.
- Successful candidate must have their work-base or reside in the 9 county region or be willing to re-locate to the 9 county region at their own expense.
- Successful candidate must pass background check and drug screening.
- Ability to perform all essential functions of this position with or without reasonable accommodation, including regular and predictable attendance, visiting/touring various business and industries and job sites, the ability to get along well with others, and represent the Council in a professional and positive manner

## **Accountability**

- Reports directly to the SAWDC Board of Directors and is responsible to the Chair of SAWDC;
- Important for Executive Director to recognize that this position is focused on the needs of the entire SAWDC region and that clear communication and collaboration with both the Board of Directors and the Chair is vital and a critical component of the work;
- Accountable for timely, professional, and friendly response to Council members and workforce volunteers;
- Maintains a high ethical standard at all times, especially in dealing with information of a highly confidential nature;
- Works cooperatively and positively with all Council members and volunteers to promote an environment of excellence and teamwork;
- Exhibits 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;

## **Compensation**

- Competitive compensation package including health insurance and optional 401k participation, salary range of \$85,000-\$105,000, commensurate with education and experience

## **Application Process**

- Please send a cover letter, resume and references to [sawdc.exdir@sawdc.org](mailto:sawdc.exdir@sawdc.org)
- Deadline for applications is 5:00PM (CST), January 31, 2020.

SAWDC provides equal employment opportunities (EEO). It is the policy of SAWDC that no person shall, on the grounds of race, color, religion, sex, national origin, age, disability or genetics, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program, activity, or employment. SAWDC will make reasonable accommodations for qualified disabled applicants or employees. SAWDC reserves the right to withdraw, modify, or extend this job announcement at any time prior to the awarding of the position.