



## Job Reposting

### **Director of Workforce Development/Southeast Alabama Workforce Development Council**

The Southeast Alabama Workforce Development Council (SEAWDC) 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 workforce development system serving individuals and employers.

SEAWDC currently serves the following counties in southeastern Alabama: Barbour, Coffee, Covington, Dale, Geneva, Henry, Houston, and Pike. Included in these counties are approximately 466 goods producing companies. Effective October 1, 2016, the region will also include Butler and Crenshaw counties.

In addition, the Council works closely with the 2-year community college system including Enterprise State Community College, Lurleen B. Wallace Community College, and Wallace Community College Dothan, and other educational and training providers.

### **Director of Workforce Development**

SEAWDC is seeking a Director of Workforce Development to coordinate, implement, and execute all workforce development efforts in the region. This is a state funded position with funds being approved annually by the Alabama Legislature. Director will be an employee of the Dothan Area Chamber of Commerce and will be expected to work out of an office in the 10 county region with routine trips to the Dothan Chamber to communicate with the Executive Director of the Dothan Chamber.

This position will be the central point of contact for any private or public entity seeking information and assistance with workforce training in the southeast Alabama area. The 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 SEAWDC 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;
- Coordinates with local agencies, training providers and the SEAWDC to provide data and information to state agencies, including the Commerce Department's Office of Workforce Development and any other interested parties, on training needs and workforce demands for the region;
- 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;
- Ensures that SEAWDC is adhering to operating guidelines as defined by the Alabama Regional Workforce Council and meeting the accountability metrics as defined by the Alabama Department of Commerce, Workforce Development Division.
- Maintains an accurate copy of all SEAWDC records, paperwork, and filings;

- Performs such other tasks and duties, which are consistent with goals of SEAWDC, as assigned by the Executive Director of the Dothan Area Chamber of Commerce (DACC) or the Chairman of the SEAWDC;
- No support staff is provided with this position. Director will be responsible for all administrative and professional functions of job. Additional assistance from DACC staff may be available with approval from the DACC Executive Director.

### **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 verbal and written communications skills
- 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 Microsoft Office programs including 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. Director will be reimbursed for all approved business travel expenses.
- Successful candidate must reside in the 10 county region or be willing to relocate to the 10 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, the

ability to get along well with others, and represent the Council and Chamber in a professional and positive manner

### **Accountability**

- Reports directly to the Executive Director of the DACC while being responsible to the Chairman of the SEAWDC;
- Important for Director to recognize that this position is focused on the needs of the entire SEAWDC region and that clear communication and collaboration with both the Executive Director and the Chairman is vital and a critical component of the day-to-day work;
- Accountable for timely, professional, and friendly response to Council members and Workforce volunteers;
- Maintains a high ethical standard 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 commensurate with education and experience

### **Application Process**

- Please send a cover letter, resume and references to [sealawdc@gmail.com](mailto:sealawdc@gmail.com)
- Deadline for applications is September 16, 2016.