

Job Description
Position Title: Executive Director

Land of Lincoln Workforce Alliance (LLWA)
Land of Lincoln Workforce Board (LLWB)

Position Purpose:

This position has primary responsibility for the administration of all workforce programs in Local Workforce Area 20 (LWIA 20) in Illinois (which includes the counties of Cass, Christian, Logan, Menard and Sangamon), for implementation of the federal Workforce Innovation and Opportunity Act. (WIOA) The Executive Director is responsible for managing programs, fiscal operations and policy implementation for all five counties and provides direct supervision of the Land of Lincoln Workforce (LLWA) staff. The Executive Director ensures that all fiscal and program activities are in compliance with federal and State regulations and develops policy recommendations for the Chief Elected Officials, the county Board Chairmen and the Land of Lincoln Workforce Board (WIB). The Executive Director serves as the staff to the Workforce Board and is responsible for working to implement initiatives for the Central Region which encompasses twelve counties including the five in LWIA 20.

1. Develop policy recommendations and oversight of Workforce Innovation and Opportunity Act programs for the Chief Elected Officials, (County Board Chairmen or designee) in the five county area and the Workforce Board
2. Facilitate strategic planning both locally and regionally; budget development; implement workforce vision for region and local area and provide direction and leadership on workforce issues and programs
3. Provide administrative oversight of the One-Stop workforce system and serve as a member of the One-Stop Operator Consortium; develop partnerships with agencies, community organizations and business representatives.
4. Coordinate regional employment and training initiatives through the Central Economic Development Region, as designated by the Governor
5. Review and approval all LLWA contracts, subcontracts, and procurement.
6. Develop, review, and update administrative operating policies and guidelines and assure compliance with local, State, and federal regulations
7. Review and approve all expenditures awarded under contract or agreements.
8. Direct the work of the LLWA staff including staff development, performance appraisals, hiring, and salary recommendations, discipline, and termination
9. Review, evaluate, and report quarterly expenditures and performance summaries to the Chief Elected Officials, Workforce Investment Board, and committees.

10. Interpret federal, State, and local regulations and keep abreast of changes in regulations and communicate to appropriate parties for implementation
11. Write and approve Alliance reports submitted to local, State, or federal agencies; modify grant contracts and budget modifications
12. Monitor and evaluate program performance, service delivery, and budget management to assure LWIA 20 compliance.
13. Oversee monitoring from State, federal, and local agencies and annual audit; implement improvement measures as needed.
14. Produce and approve marketing materials and press releases for the One-Stop system and five county workforce area.
15. Negotiate contracts and performance standards with State of Illinois, Department of Commerce and Economic Opportunity (DCEO).
16. Set agenda, review meeting minutes, report and schedule guest speakers and presentations for WIB/CEO meetings.
17. Facilitate staff meetings, set agenda & communicate policy.
18. Oversee WIB certification with DCEO and assure member representation.
19. Chair committee meetings as needed and oversee WIB committees.
20. Participate in Employer Service team for Business services at the One-Stop.
21. Write grant applications for workforce initiatives to serve 5 county area.
22. Attend training and professional development as required for policy changes and updates.
23. Provide reports to Sangamon County committees and board (Community Resources, Finance, and Treasurer's Office) as oversight for LLWA and WIB.
24. Provide or arrange for technical assistance and in-service training as needed.
25. Supervise records management, personnel, budget, audits, etc.

Qualifications:

Education: Bachelor's degree required in management, social service, or related field.

Experience: Five years management/supervisory experience in workforce development; grant writing and oversight; policy interpretation and implementation; experience with Boards and

Board development; managing grant compliance with federal, State and local government entities; effective communication and leadership ability.

Salary Range: negotiable

FLSA EXEMPTION STATUS: EXEMPT

Submit a cover letter, resume and list of three references by January 15th at 4:30 p.m. to charlie.stratton@sangamonil.gov or mail to: