



## Job Description

### Job Information

**Job Title:** Executive Director  
**Report To:** Board of Directors  
**FLSA Status:** Exempt

**Job Family:** Executive  
**WC Code:** <insert>  
**Eligible for OT:** \_\_Yes\_\_X\_No

### Job Summary

Reports to the Board of Directors with direct responsibility for the Board's consistent achievement of its mission and financial objectives; administration, planning, and management of resources; successful operation of State contracted workforce services; ability to partner with business and community groups to prepare the existing and future workforce for in-demand jobs through practical skills development programs; ensures the Board serves job seekers with an understanding and techniques for addressing the barriers faced by economically disadvantaged individuals and other people with barriers to preferred employment opportunities.

### Essential Job Functions

#### **Management**

- Directly manage staff; management responsibilities include, but are not limited to talent sourcing, interviewing, hiring job design/job descriptions and training staff; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Ensure proactive talent development and succession planning.
- Maintain the desired organizational culture to attracts, retain, and motivates a diverse staff of talent.
- Responsible for compliance with applicable employment laws.

#### **Administration**

- Responsible for ensuring compliance with the U.S. Code of Federal Regulations, Uniform Guidance, and the State of Texas Grant Management Standards in the financial management of a budget exceeding \$30 million and all contract management and administration; Major programs include the Workforce Innovation and Opportunity Act, Child Care and Development Fund, Adult Education and Literacy, Choices (employment and training for recipients of Temporary Assistance to Needy Families), and Supplemental Nutrition Assistance Program Employment and Training.
- Effectively work with the Board of Directors ensuring board membership and meetings are in compliance with all applicable requirements, and that Board members receive required training and are informed timely of workforce issues.
- Provide leadership in developing program, organizational, marketing, and financial plans with the Board of Directors and staff; and carry out plans and policies authorized by the Board.
- Ensure that Board activities and projects are consistent with the Board's mission and strategic plan, and report progress toward meeting Board goals on a quarterly or more frequent basis to the Board.
- Provide oversight to ensure official records and documents are properly maintained, secured and retained.
- Ensure adequate facilities and equipment are procured and maintained for Board staff operations, and for contractor operations and service delivery.
- Proactively pursue appropriate grant opportunities and partnerships that will further the Board's mission and strategic objectives.
- Maintain an effective working knowledge of significant developments and trends in the workforce field.
- Establish sound working relationships and cooperative arrangements with community groups and organizations.
- Provide direction and coordination in the development and maintaining of Standard Operating Procedures (SOPs) providing operational details and other related information detailing procedural steps of assigned tasks.
- Follow directives and other instructions set forth by the Board of Director's and, but not limited to the TWC proactively seeking clarification to carry out such assignments in an efficient and timely manner.

#### **Legal**

- Enter into and execute contracts with the Texas Workforce Commission (TWC); enter into and execute other legal documents as directed by the Board and ensure contractual obligations are met.
- Ensure full compliance with federal, state and local regulations for all procurement and contracting operations, and service delivery.

- Provide for timely and complete annual audits and monitoring of contracts and operations is accomplished and reported to the Board.

**Budget & Finance**

- Responsible for developing and maintaining sound financial procedures and practices.
- Ensure the development of an annual budget that is consistent with the Board's goals and objectives; adherence to organization budget; proper funding and budget reporting.

**Communication**

- Ensure team collaboration and effective communication with all staff and stakeholders.
- Proactively ensure the Board is kept fully and timely informed on the condition of the organization and key factors influencing it.
- Publicize the activities of the organization.
- Represent the point of view, programs, and services of the organization to agencies, organizations, and the general public.
- Conduct official correspondence of the organization; serves as community liaison for workforce issues

**Educational and Skills Requirements**

- BA or BS degree in Business or Public Administration, Human Resources, Education or a related field with seven (7) years or more in progressively responsible public sector experience in workforce development and workforce systems; extensive strategic leadership and non-profit experience.
- Demonstrated effectiveness in seeking out and/or developing income-generating opportunities, including, but not limited to grant opportunities; grant writing and management.
- Skilled in building strong working relationships with board members, executive leaders, elected officials, community organization, the public and other stakeholders.
- Capable of making effective presentations to the public, news media, state and federal agencies, community organizations, the business community, elected officials, associations, other organizations and stakeholders.
- Ability to understand and navigate complex laws and regulations related to workforce development; contract management; Texas procurement requirements.
- Demonstrated technology competencies related to database management and apps, Microsoft office, etc.
- Excellent writing and communication/listening skills; must have demonstrated ability to guide and motivate team members.
- Flexibility, excellent interpersonal skills and the ability to work well with all levels of internal management, staff, Board of Director's, vendors and other stakeholders
- Maintain valid Texas driver's license and required automobile insurance as driving on company business.

**Key Performance Indicators**

- Accuracy and Timeliness
- Effective Communication
- Internal/External Customer Service
- Year to Year Growth

**Physical Demands and Work Environment**

The work is performed in an inside office setting with moderate noise level, and outdoors as related to task performance. This job frequently requires the employee to stand; walk; sit; use hands; climb stairs; balance; stoop; kneel; read; talk or hear. The employee must lift and/or move up to 25-50 pounds. Specific vision abilities include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee should never attempt to lift more than 50 pounds.

**Signatures**

Employee Name (*Please Print*): \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Manager Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_