



## THE POSITION

The Assistant Director, Workforce Investment Board supervises, plans, organizes staff and directs the activities of one or more of the major Workforce Investment Board (WIB) programs. The incumbent will develop and implement program management policies and administrative practices. They will perform or oversee the most complex and sensitive assignments. They will develop critical internal and external partnerships including but not limited to the Social Services Agency's Workforce and Benefits Administration, local education agencies, regional Workforce Investment Boards, community-based organizations, economic development agencies and various key stakeholders involved in workforce development.

The Assistant Director, Workforce Investment Board position is located within the Alameda County Social Services Agency's Workforce Investment Board Department and is supervised by the Workforce Investment Board Director.

The Alameda County Workforce Investment Board (ACWIB) is a forty member policy board composed of a cross section of business, labor, education and economic development organizations focused on the County's most complex workforce issues. The ACWIB is responsible for planning and implementing provisions of the Workforce Innovation and Opportunities Act (WIOA), which is designed to assist job seekers with access to employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. Alongside its legislated functions, the ACWIB plays a leadership role in informing human capital policy and service delivery beyond WIOA in its respective jurisdiction as well as demonstrating leadership in a number of regional workforce initiatives. The ACWIB is appointed by the Alameda County Board of Supervisors and represents all of Alameda County outside of Oakland, which has its own Workforce Investment Board.

## ALAMEDA COUNTY SOCIAL SERVICES AGENCY

The Alameda County Social Services Agency is comprised of 2,400 men and women working collectively and in partnership with community-based organizations to serve the needs of the community.

Services are provided through five departments: Agency Administration, Finance and Policy, Adult, Aging and Medi-Cal Services, Children and Family Services and Workforce and Benefit Administration. The Agency assists approximately 11.3 percent of Alameda County's residents.

## QUALIFICATIONS

All candidates must meet the minimum qualifications for the position. Candidates may qualify by working in an equivalent position of Career Development Specialist II within Alameda County or a higher level classification in the Social Services Agency for four years full-time. Candidates with a bachelor's degree in a social service field may substitute the degree for two years of the required experience. A master's degree in a relevant field may substitute for three years. Candidates may also qualify by having six years full-time experience at least at the first-line supervisor level in a human/social services agency (possession of a bachelor's degree in a social service field may be substituted for three years of the required experience; a master's degree in a relevant field for four years).

# THE IDEAL CANDIDATE

## The Ideal Candidate will have demonstrated success in the following areas:

**Results Orientation** – Will have demonstrated experience in achieving results by setting and attaining challenging goals.

**Strategic Decision Making** – A tactical thinker that is able to gather, organize and evaluate information; establish short and long term goals; execute a plan of action and make adjustments, if required.

**Program Management** – Ability to design, implement and manage multiple programs and direct the related personnel and resources to ensure successful execution of program activities.

**Political Savvy** – Proven ability to exhibit confidence and professional diplomacy while effectively relating to people at all levels internally and externally.

**Business Acumen** – Use of economic, financial, market and industry data to understand and improve business results, understand industry trends and leverage one's own understanding of the organization to contribute to effective business strategies and tactics.

**Collaboration** – Proven ability to work cooperatively with others to accomplish objectives to build and maintain mutually-beneficial partnerships, leverage information and achieve results.

**Change Leadership** – Provides direction and focus during the organizational change process and assists with the development of strategies to manage the change process.

**People and Organizational Development** – Actively commits to plan and support the development of staff and identifies new technical and/or business capabilities needed to improve organizational performance and efficiency.



# SUPPLEMENTAL QUESTIONNAIRE

Thank you for your interest in the position of Assistant Director, Workforce Investment Board. This supplemental questionnaire is designed to evaluate your experience and ability to communicate clearly and effectively in writing. **Your completed response to this supplemental questionnaire must be submitted with your application in order to be given full consideration for the next phase in the recruitment process.** Please keep your answers to no more than one page per question. However, you are encouraged to provide as much detail as possible in your answers. We are searching for specific examples of some of your past accomplishments and challenges and request that you formulate your answers to describe the specific situations, your role, actions taken and the impact your actions had on the organization or particular project outcome.

Describe your work experience that best demonstrates your expertise in working with a Board of Directors, civic group or a high profile collaborative/initiative to implement and administer workforce development programs and/or policies.

Describe a specific collaborative effort that you led which involved a wide array of stakeholders to achieve a specific strategic goal. Please include your role, the strategies you employed, the obstacles you encountered and the outcomes and impacts.

Describe a specific experience of when you partnered with an external agency, community based organization or service provider to develop and implement a creative workforce program. Describe the partnership, your role, the methods you employed, the outcome and if you would do anything differently.

The ability to successfully manage and develop a unified team of individuals to meet organizational goals is important in this position. Describe a recent work experience which would demonstrate your ability to meet this objective. Please include the size of the team, the methods used, any challenges that had to be addressed and the outcome.

Describe the process you use to stay current with labor market trends. Please include the techniques you use to evaluate and analyze changes in the market and identify emerging fields within the workforce industry?

Describe your most successful assignment related to budget oversight and preparation. Explain why it successful. What could have improved the project? And what philosophy and strategies did you bring to the implementation?

## APPLICATION PROCESS

If you are interested in this opportunity to help Alameda County Workforce Investment Board achieve its vision and mission, please complete an **application and supplemental questionnaire on-line at [www.acgov.org/hrs](http://www.acgov.org/hrs)**. The final filing deadline is **September 25, 2015 at 5:00 p.m.** Applications will be screened according to the qualifications outlined in the *Ideal Candidate* section of this brochure. The most qualified candidates will be invited to participate in the selection process. Please contact Ione Bell at 510-272-6456 with questions regarding this position.

### **Tentative Selection Schedule:**

- ⇒ **Application and Supplemental Questionnaire Final Receipt Date: September 25, 2015**
- ⇒ **Best Qualified Screening October 19, 2015**
- ⇒ **Interviews: Week of November 1, 2015**

## COMPENSATION

The annual salary range for the Assistant Director, Workforce Investment Board from \$93,995-\$114,400. The County also offers an attractive management benefits program with the following elements: Retirement Plan covered by the 1937 Act; Management Benefits Cafeteria Plan; Health and Dental Insurance; Life/Accident Insurance, Paid Vacation & Sick Leave, Management Leave (9 days), Holidays (11 paid holidays; 4 floating holidays); Dependent Care Salary Contribution Plan and a Deferred Compensation Plan.