

THE POSITION

The Workforce Investment Board Director is responsible for developing, planning, and implementing effective workforce development strategies for all job training and workforce programs under the Workforce Investment Act (WIA) and related programs operated by the Alameda County Social Services Agency.

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

The Alameda County Workforce Investment Board (ACWIB) is responsible for planning and implementing the provisions of Title I of the Workforce Investment Act (WIA) which include maintaining a workforce system that is flexible, seamless, and responsive to the needs of both job seekers and employers. Alongside its' legislated functions it should play a leadership role in informing human capital policy and service delivery beyond WIA in their respective jurisdictions.

The ACWIB has a business majority and is composed of business, civic, education, labor, and other community leaders and is appointed by the Alameda County Board of Supervisors. The Chair is elected from among the private sector members. ACWIB 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 four departments: Agency Administration, which includes the Director's Office, 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

Possession of a bachelor's degree in Public Administration, Management or related field in the Social Sciences and the equivalent of four years' demonstrated and increasingly responsible supervisory and management experience in the field of workforce development or job training programs, including Workforce Investment Act or the equivalent of eight years' full-time, increasingly responsible managerial or administrative experience, which involved supervision of a major staff support function or program division at the level of Administrative Services Officer or an equivalent or higher level administrative class.

THE IDEAL CANDIDATE

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

Change Management

In the face of a constantly changing environment successful candidate will have a demonstrated ability to facilitate innovative and different approaches to addressing problems both within and outside of the organization.

Strategic Orientation (Strategic Decision Making)

A visionary and strategic leader that links long-range visions and concepts to daily work in the context of the capabilities of the organization and the social, economic and political issues that impact the organizations direction.

People and Organizational Development (Continuous Development)

An active commitment to planning and supporting the development of organizational and individual skills and abilities so that they can fulfill future or current organizational goals.

Business Expertise (Demonstrate Management Acumen)

Significant experience managing human, financial, and information resources to achieve the mission and goals of the organization.

Collaboration and Influence (Works Collaboratively)

Previous success working collaboratively to gain the support and cooperation from multiple stakeholders to achieve a desired course of action consistent with the organizations strategic goals and objectives.

Technical and Professional Knowledge

Thorough understanding of the role of the Workforce Investment Board in relation to relevant legislation; regional labor market trends; the components of the regional economy; the availability of funding; and understanding of the components of an effective workforce development system.

Political Savvy

Proven ability to exhibit confidence & professional diplomacy while effectively relating to people at all levels internally and externally.



SUPPLEMENTAL QUESTIONNAIRE

Thank you for your interest in the position of Workforce Investment Board Director. 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 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 and 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 Workforce Investment Board and/or other Board of Directors to develop and implement workforce policy.

Describe a specific collaborative effort that you lead 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 your most successful experience partnering with the business community to facilitate the creation and implementation of an innovative workforce program. Describe the partnership, your role, the strategies you employed and the outcome.

Effectively managing and developing staff to create a cohesive team approach to meeting organizational goals is essential in this position. Describe your most recent work experience that demonstrates your ability to meet this organizational objective. Describe the size of the team, your strategies, specific challenges, and the outcome.

Describe your work experience that best demonstrates your ability to manage organizational change. Describe the rationale for the change, your role, the strategies you employed, the barriers you faced, and the outcome.

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**. The final filing deadline is **March 6, 2012 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: March 6, 2012**
- ⇒ **Interviews: The week of March 26, 2012**

COMPENSATION

The annual salary range for the Workforce Investment Board Director is from \$102,024-\$124,155. 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.