

Bucks County Workforce Development Board
Director of Workforce Development
Job Description



Position Title: Director of Workforce Development
FSLA Status: Exempt
Reports to: Workforce Development Board Executive Committee through Chairperson

Director of Workforce Development is responsible for implementing the mission of the Bucks County Workforce Development Board (WDB) as established in cooperation with the Bucks County Board of Commissioners and in compliance with the federal Workforce Innovation and Opportunity Act (WIOA) and the Pennsylvania State Department of Labor and Industry (PaDOL) directives.

Summary of Primary Functions: Performs administrative and fiscal duties and oversight, as required by Bucks County Board of Commissioners, WIOA, and PaDOL; provides guidance and coordinates activities of WDB members in the performance of their roles and responsibilities; performs fiscal oversight and management of office and staff; and cultivates strong working relationships with public and private, community and regional partners and leaders in education, workforce, and economic development in order to meet the needs of Bucks County and regional employers of a skilled workforce.

Essential Duties and Responsibilities:

- Coordinate workforce development planning and implementation consistent with the WDB and the Bucks County Board of Commissioners’ mission of connecting residents with education and employment opportunities that prepare them to meet or exceed the skill demand needs of Bucks County and regional employers.
- Integrate requirements of the Bucks County Board of Commissioners’ Partnership Agreement with the WDB, the WDB bylaws and policies in the development of the WDB and its sub-committees that fulfill federal WIOA legislation, state requirements, and grant funding commitments. Review and maintain compliance with legislative mandates of grant funds received to ensure allowable use of local funds.
- Oversee development of annual budget and audit, efficient operation of financial and record management reporting systems ensuring performance, fiscal outcomes, and programmatic integrity.
- Develop and lead staff to ensure effective implementation of the county’s workforce development programs by means of performance planning and evaluation systems for all employees. Identify gaps in performance, anticipate and address internal and external factors that control success.
- Administer in cooperation with the WDB and county and state agency partners, the chartering, contract management, and continuous quality improvement of Bucks County’s PA CareerLink® (American Job Center) offices.
- Develop and implement plans and programs related to the WDB and partner organization efforts, including the development of a public relations outreach plan that promotes the identity and mission of the WDB.
- Create strong linkages with county and regional economic development entities to ensure a holistic business service approach.
- Collaborate closely with municipal, county, regional, state, and other community organizations to ensure workforce development efforts are successful in addressing economic priorities of the county.

- Identify funding and grant opportunities that develops partnerships in response to solicitations from state and federal government agencies as well as other funding providers. This may be completed in collaboration with regional Workforce Development Boards and partners, and county departments related to economic and workforce development and industry sectors.
- Lead sector-based efforts, including supervising staff related to WDB’s convening of high priority industry representatives and others in order to successfully coordinate activities of employers, community colleges, universities, labor unions, trade associations, related training organizations, PA CareerLink®, and other organizations.
- Represent the WDB and the Bucks County Board of Commissioners at municipal, county, regional, state, and federal policy forums and speaking engagements regarding workforce development.
- Other duties as requested by the WDB through its Chairperson and the Bucks County Board of Commissioners.

Qualification Requirements: To perform this job successfully, an individual must be able to execute each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability necessary to perform the WDB Director position.

- Bachelor’s Degree from an accredited college or university (Master’s degree preferred) in related field and 10 years of experience or equivalent combination of experience and education.
- Experience and knowledge of the federal Workforce Innovation and Opportunity Act and in the local workforce development system, preferably in Pennsylvania.
- Management experience including supervision of employees, overseeing and coordinating fiscal operations, development of policies and procedures, and applying rules and regulations.
- Successful project management skills and collaborative community and partnership engagement including private sector experience.
- Strong verbal and written communication skills (including grant writing), as well as strong public speaking skills.
- Strong interpersonal skills and the ability to work well with WDB members and staff, education, economic and workforce development professionals, community representatives, employers, and public officials at all levels.
- Proficient in hardware and software computer technology including but not limited to Microsoft and Adobe products, EMSI (Labor Market Analytics), and related.

Physical Demands and Work Environment: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.