



## **FULL TIME POSITION:**

### **Director, Workforce Investment Board (WIB) NYC Office of Workforce Development**

---

#### **Agency Description:**

The Deputy Mayor for housing and economic development leads New York City's efforts to invest in emerging industries, re-target corporate subsidies, build a new generation of affordable housing, and help New Yorkers secure good-paying jobs that can support a family. The Office of Workforce Development through policy oversight in daily operations will be responsible to coordinate workforce with economic development in all five boroughs, create a tight connection to businesses to ensure their needs are met, and effectively connect those New Yorkers seeking workforce services to jobs in demand as well as opportunities for advancement.

Its overall mission is to implement a citywide vision for addressing inequality through strategic investment in adult education and workforce development through the implementation of Career Pathways and increased and better coordination between the various City agencies involved in workforce and adult education programming as well as private philanthropy and employer / industry partnerships.

The Workforce Development Board (WDB), which sits within the Mayor's Office of Workforce Development, is a mayoral appointed board mandated by the Workforce Innovation & Opportunity Act. The WDB has oversight of over \$60M annually, funded by the US Department of Labor, to fulfill workforce development programs and services under WIOA. The WDB works closely with the NYC Department of Small Business Services and the NYC Department of Youth & Community Development who deliver workforce services under WIOA. The NYC WDB is the largest in the country.

Additionally, the Workforce Innovation & Opportunity Act goes into effect on July 1, 2015, and repeals the Workforce Investment Act. This is the first comprehensive, national change in federal workforce policy since 1998.

---

#### **Job Description:**

Under the direction of the Executive Director of Workforce Development, the Director of the WDB will administer the 30+ member board. The WDB carries out a federal mandate to bring the business voice to the City's work of connecting jobseekers and employers, including oversight of \$60-65M in federal Workforce Innovation & Opportunity Act (WIOA) funding implemented by the NYC Department of Small Business Services and the Department of Youth and Community Development. The Director will guide strategic planning and implementation of the Workforce Innovation & Opportunity Act (WIOA) transition and develop policies that strongly align to the city's new and comprehensive workforce development strategy; Career Pathways. It is expected that the Director will lead and manage board membership and development ensuring that the WDB members reflect the city of New York's workforce system, with a focus on strong connections to businesses that are growing, leading the innovation economy, have business with the city, and who are users of the workforce system. WDB oversight includes WIOA compliance, risk mitigation, and governance obligations for the WDB to function as a necessary part of Federal, State and local laws.

#### **Specific Responsibilities:**

- Manage transition towards WIOA compliance, including but not limited to:
  - Developing and maintaining processes and systems needed to enable good governance in support of the WDB,

**The Department of Small Business Services and the City of New York is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities.**

- Drafting, implementing, and monitoring all WDB policies,
  - Governance / compliance meeting preparation, convening's and follow-ups,
  - Negotiating, drafting, and finalizing MOUs between the WDB, partner agencies and mandatory agencies.
- Ensuring annual WIOA WDB Local Plans are developed with Title II, III and IV Partners and the Regional Economic Development Councils to develop a clear, comprehensive plan that coordinates with the Mayor's economic development and workforce policy.
  - Monitoring/negotiating local compliance with federal and state regulatory requirements, including compliance activity related to transition of WIOA funded system from Workforce Investment Act (WIA) to WIOA legislation.
  - Hosting quarterly one stop operator meetings with partner agencies and mandatory partners to review performance, service integration and continuous improvement.
  - Creating partnerships with WIB members on specific workforce projects and help create 'real time' feedback loops through the WIB.
  - Updating and advising the WIB of national, state and local activities which affect WIOA, as well as other workforce development and adult education.
  - Coordinating and developing all WDB meetings, including committee meetings. Ensuring agendas and members are prepared for policy decisions as needed. Timely posting of WDB meeting information, meeting minutes, and adopted board resolutions on the city website.
  - Providing workforce policy-related technical assistance to partner agencies, including WDB support letters for prospective grantees and coordination of local policymakers.
  - Manage and supervise two staff members, a WDB Policy Director and WDB Coordinator.
  - Developing and implementing communication strategies to keep board members and larger WKDEV community informed and engaged, and to ensure stakeholders are aware of key workforce development initiatives and accomplishments.
  - Pursuing funding opportunities to support workforce development in the City, including grants, public/private collaborations, and private funding.
  - Represent the WDB and WKDEV at seminars and conferences.

**Preferred Skills:**

- Master's degree / J.D. from accredited law school or qualified experience in government, non-profits, philanthropy
- Strong experience with board management and / or legislative / intergovernmental affairs
- Outstanding research and writing skills.
- Strong interpersonal and communication skills, including the ability to work well and communicate with a variety of audiences (agency officials, elected officials, funders,)
- Ability to work under stringent deadlines and handle simultaneous assignments.
- Experience creating successful collaboration among diverse stakeholders using indirect authority
- Demonstrated interest and/or experience in contracts drafting/administration, administrative law and workforce development is highly desirable.

**Qualifications:**

1. A baccalaureate degree from an accredited college and 5 years of full-time paid experience acquired within the last fifteen years, of advisory or administrative experience including handling of business promotion or economic problems, at least 2 years of which must have been in a



managerial or executive capacity with primary focus on business promotion or urban economic planning; or

2. A satisfactory equivalent combination of education or experience. However, all candidates must have 2 years of managerial or executive experience as described above. Appropriate graduate study in an accredited college may be substituted for the general experience on a year-to-year basis.

---

### How to Apply:

To apply for this position, please email your resume and cover letter including the following subject line: **Director, WIB** to [careers@sbs.nyc.gov](mailto:careers@sbs.nyc.gov).

### ALSO:

- **For Non-City/External Candidates:** Visit the [External Applicant NYC Careers site](#) and apply for this position by entering Job Title: WIB Director
- **For Current City Employees:** Visit [Employee Self-Service \(ESS\)](#) to view and apply for available positions. Click on Recruiting Activities > Careers, and search for the specific Job Title: WIB Director

**Salary range: \$70,000 - \$100,000**

**NOTE:** Only those candidates under consideration will be contacted.

**NYC residency is required within 90 days of appointment (does not apply to all positions)**