



JOB DESCRIPTION

Director of Operations and Business Services, South Central Oklahoma Workforce Board

- a. Reports to the Executive Director of the South-Central Oklahoma Workforce Board (SCOWB).
- b. Assists in executive, managerial, and administrative leadership to carry out the policies and directives of SCOWB. Assists in all procedures, programs, and activities of the Board.
- c. The Director's primary purpose is to assist the Executive Director and Board in developing its strategic vision, plan, objectives, and action steps; oversee the implementation of specific board initiatives; develop and facilitate the functioning of community partnerships which advance the board's goals; maintain relationships with Federal, State and local funding sources; and assure an adequate flow of information, including performance indicators, to assist the board's oversight and decision-making processes.
- d. Lead the business services team to coordinate business services across the area

Responsibilities: Operates in compliance with all applicable Federal, State, and Local standards in the performance of the essential functions of the position.

- a. Be the direct point of contact for the training providers for the Eligible Training Provider List.
- b. Assist in oversight of all workforce development related policy
- c. Assists in scanning trends and emerging workforce issues, trend analysis and asset inventory related to creating a competitive human capital advantage for South-Central Oklahoma.
- d. Assist to develop, initiate, and implement workforce development initiatives that benefit the community.
- e. Assist the Executive Director to identify workforce issues and research gap analysis of industry needs and workforce skills.



- f. Assist the Executive Director to develop local and regional workforce Strategic Plans.
- g. Assist the Executive Director to research, develop, and write local, state, and federal grant proposals including youth initiatives, critical skills grants, faith and community-based grants, and customized employer-based grants.
- h. Identify providers of training services, youth activities, and intensive workforce services and maintain quality improvement for measuring employment and training effectiveness.
- i. Align workforce development with economic development in South-Central Oklahoma.
- j. Coordinate workforce, youth, and business education partnerships.
- k. Maintain current job and labor market information and workforce needs defined in clusters by industry, knowledge groups, ethnic groups and others.
- l. Attend all Workforce Board committee meetings and have appropriate staff provide administrative support to include minutes.
- m. Maintain and update the SCOWB website.
- n. Other duties as assigned.

Qualifications: Bachelor's Degree or minimum (3) years specific employment and training experience required that provides the necessary skills, knowledge, and abilities to perform the basic and essential functions of the job.

Experience: Three (3) Three years of increasing responsibility in business, non-profit, and/or employment and training programs, along with board-approved expertise. Direct experience with Workforce Innovation and Opportunity Act programs is a plus.

South-Central Oklahoma Workforce Board (SCOWB) complies with WIOA's Equal Opportunity and Nondiscrimination provisions which prohibit discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, or, the basis of citizenship status or participation in a WIOA Title-1 financially assisted program or activity.



SCOWB is an Equal Opportunity Employer/ Program. Auxiliary aids and services are available upon request to individuals with disabilities.

The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.