

## **DIRECTOR, WORKFORCE DEVELOPMENT**

### **JOB SUMMARY:**

The City of Duluth, Minnesota, is seeking a transformational leader to serve as a skilled and highly motivated Director of Duluth Workforce Development with exceptional interpersonal and collaborative skills, demonstrated leadership, and a strong record of accomplishment.

This person will join an administration committed to dynamic and innovative workforce development and to engaging the community on a grassroots level, addressing systemic barriers to opportunity, and ensuring equal opportunity for all.

As a member of the City's core Leadership Team, the Director of Duluth's Workforce Development is the City's point person and public face responsible for driving and integrating workforce development as a core element across all of Duluth's economic development opportunities and city projects and departments. The Director must demonstrate high-level executive and administrative skills, a proven commitment to collaboration and to forging deep and innovative partnerships across diverse sectors. They must be comfortable building both a powerful, shared vision and the relationships necessary to realize it. The Director will work under the general direction of the Chief Administrative Officer, with broad decision-making authority and considerable latitude for independent judgment.

This newly elevated position comes at an exciting time in Duluth's history. After years of economic challenge, Duluth is growing into a robust regional economic, medical, aviation, higher education, outdoor recreation and arts center. With 100,000 acres of green space alongside the shores of Lake Superior, Duluth embraces its four seasons with pride. Voted Outside Magazine's Best Town in 2014, Duluth has world class hiking, cross-country skiing, and mountain biking trails, all within city limits, and boasts a vibrant arts culture, home to art museums, theater, and numerous festivals throughout the year. It boasts two colleges and a university whose local sports teams include nationally ranked and championship teams.

### **ESSENTIAL DUTIES AND CRITICAL SKILLS (other duties may be assigned)**

The Director of Duluth Workforce Development must demonstrate their ability and be prepared to:

1. Lead and provide strategic direction of the Duluth Workforce Development Department's multiple programs and community partnerships.
2. Develop programs and collaborative relationships connecting Duluth residents and employers by supporting both with the training and skills required for successful employment relationships.
3. Lead and provide strategic direction of the Duluth Workforce Council, consistent with statutory and strategic responsibilities, which includes development and implementation of an annual, required work plan.
4. Identify local and regional workforce skill and employment needs and trends, and build deep partnerships to meet those needs with businesses, unions, low income advocacy and service organizations, job training and support organizations, Duluth's K-12, Adult, and Higher Education institutions and other governmental bodies.
5. Work in collaboration with the Director of Business and Economic Development and other City leadership to develop, promote, integrate and implement workforce development across the City's economic development opportunities, city projects and departments.
6. Oversee and participate in grant writing, development and administration, including collaborative grant development with community partners.
7. Oversee the Department's budget development, procurement, and related fiscal monitoring and reporting.

8. Serve as the City’s official representative on local, regional and national committees and boards with regards to the analysis of workforce trends, talent recruitment initiatives and program impact.
9. Represent the Department at City Council meetings, legislative hearings, and public or community meetings on issues relating to workforce development in the city.

**MINIMUM QUALIFICATIONS**

The ideal candidate will have a record of collaborative and inclusive leadership, effective communication skills, a passion for workforce development, a commitment to equity, and practical experience building diverse and innovative collaborations and partnerships across different sectors. They will have a demonstrated ability to develop a vision and mission and provide the organizational leadership needed to achieve it, including galvanizing employees, facilitating group problem-solving, managing conflict, and negotiating positive outcomes.

Required education and work experience includes a bachelor’s degree in a relevant field from an accredited college or university with seven (7) to ten (10) years of progressively knowledgeable and responsible professional experience managing employment and training organizations or programs and deep experience in employment or vocational counseling, employee assistance counseling, or skill assessment and training, the majority of which was acquired in a managerial capacity. An advanced degree in management or related field will be accepted as one (1) year experience.

**ADDITIONAL DESIRED QUALIFICATIONS**

Other competencies and characteristics desired in the Director of Workforce Development include:

- Considerable knowledge of grant funded programs and processes and grant or contract administration experience.
- Considerable knowledge of the principles and practices of program planning, implementation, analysis, and evaluation and of budget development and administration.
- Considerable knowledge of employment conditions throughout the region and state, including physical, social, economic, and community issues impacting workers, area businesses and employment opportunities.
- Considerable knowledge of effective employment recruiting methods, practices, and metrics; knowledge of Human Resources principles, functions, and concepts.
- Considerable knowledge of principles and practices of organization, administration and personnel management including training and performance evaluation.
- Demonstrated ability to establish and maintain effective working relationships with business executives, union leaders, non-profit executive directors, site selectors, regional and state economic development agencies, developers, and city officials, management, departments, and advisory boards.
- Demonstrated ability to form effective, positive relationships with union workers in an organized environment, and the ability to understand bargaining unit contracts and administer the provisions of such contracts.

HR: TS	Union: Supervisory	EEOC: Officials/Admin	CSB: N/A	Class No: 1120
WC: 8810	Pay: *1135-1170	EEOF: Admin/Finance	CC:	Resolution: