

FULL TIME POSITION:

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

Agency Description:

The NYC Office of Workforce Development is the reimagined former office of Human Capital Development which oversees the functioning of the NYC Workforce Investment Board and the Mayor's Initiative for Adult Literacy.

Its overall mission is to implement a citywide vision for addressing inequality through strategic investment in adult education and workforce development and better coordination between the various City agencies involved in workforce and adult education programming (such as the Department for the Aging (DFTA), Department of Correction (DOC), NYC Economic Development Corporation (NYCEDC), Human Resources Administration (HRA), New York City Housing Authority (NYCHA), Department of Parks and Recreation (DPR), Department of Small Business Services (SBS), Department of Youth and Community Development (DYCD), and between the Department of Education (DOE) and the City University of New York (CUNY) and strong employer partnerships.

Job 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.

Under the direction of the Executive Director of Workforce Development, the Director of the WIB will be administering the 42-member WIB. The WIB carries out a federal mandate to bring the business voice to the City's work of connecting jobseekers and employers, including oversight of +\$75M in federal Workforce Investment Act (WIA) funding implemented by the NYC Department of Small Business Services and the Department of Youth and Community Development. In addition to oversight of federal WIA allocations, the WIB sets priorities to help ensure that workforce initiatives successfully fulfill the Mayor's vision of a strong workforce development system.

The Director will lead and manage board membership and development ensuring that the WIB members reflect the city of New York's workforce system, with a focus on strong connections to businesses who are growing, leading the innovation economy, have business with the city, and who are users of the workforce system. The WIB oversight includes compliance, risk mitigation, and governance obligations for the WIB to function as a necessary part of Federal, State and local laws.

Specific Responsibilities:

- Coordinating and developing all WIB meetings, including committee meetings. Ensuring agendas and members are prepared for policy decisions as needed.
- Developing and maintaining processes and systems needed to enable good governance in support of the WIB, including:
 - drafting, implementing, and monitoring all WIB policies,
 - governance / compliance meeting
 - developing, implementing, monitoring, and supporting WIB financial disclosure procedures pursuant to recent changes to Section 12-110 of the NYC Administrative Code; Director will work with the City Law Department and the NYC Conflicts of Interest Board whenever disclosure parameters or procedures are unclear or ambiguous and ensure full compliance,

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- negotiating, drafting, and maintaining current MOUs between the WIB and partner agencies.
- timely posting of WIB meeting information, meeting minutes, and adopted board resolutions on the city website
- oversight of governance
- Ensuring yearly NYDOL Local Plans are developed with Regional Economic Development Councils and write clear, comprehensive plans that coordinate with the Mayor and Governor's economic development policy.
- Monitoring/negotiating local compliance with federal and state regulatory requirements, including compliance activity pursuant to federal NEG disaster funds awarded to NYC by New York State and the U.S. Department of Labor following Hurricane Sandy,
- Creating partnerships with WIB members on specific workforce projects and help create 'real time' feedback loops through the WIB,
- Providing workforce policy-related technical assistance to partner agencies, including WIB support letters for prospective grantees and coordination of local policymakers.

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

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

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Salary range: \$70,000 - \$90,000

NOTE: Only those candidates under consideration will be contacted.

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