



# Executive Director for the Workforce Development Board

Salary: \$117,507 - \$144,842 Annually DOE/DOQ

This salary range reflects the negotiable range for hire. However, the top of the range for future career and salary advancement tops at \$172,183.

## THE POSITION

The Director for the Workforce Development Board (WDB) oversees the publicly-funded workforce system in Santa Barbara County; and is one of forty-five WDB directors in California. The primary source of funding is the Federal Workforce Innovation & Opportunity Act (WIOA) that is administered by the Federal Department of Labor, through the California Workforce Development Board (CWDB).

The WDB Director is the most senior executive-level workforce position at the WDB and is responsible for the administration of the day-to-day operations of the countywide system under the direction of the public/private member board. With the County Director of the Department of Social Services (DSS), the WDB Director fosters partnership between the WDB and the County Board of Supervisors—the private/public partnership mandated by the Federal legislation.

The WDB Director is tasked with cultivating and expanding partnerships between the private sector with government, economic development, education and the broader community through the development and delivery of viable, practical workforce programs.

The WDB Director oversees the development and implementation of workforce policies approved by the WDB; manages, in tandem with the DSS Fiscal staff, the workforce budgets; develop and maintain strategic partnerships; oversee workforce research activities; prepares and submits appropriate program performance management reports; oversees MIS and data reporting; develops grant funding applications; and oversees on behalf of the WDB, program & fiscal monitoring of workforce programs.

In addition, the WDB Director hires and supervises staff to assist in the above responsibilities as well as supports the workforce board, and board committees. Lastly, the WDB Director oversees the selection, monitoring, and evaluation of WIOA and other WDB-funded program operators and consultants.

The position oversees operations countywide, but the primary office location can be in either Santa Maria or Santa Barbara.

### **BENEFITS**

Click [HERE](#) for Benefits information. In addition, and in the interest of attracting the best talent to the organization, the County may provide reimbursement for reasonable relocation expenses, and at the discretion of the CEO and Board of Supervisors, housing and student loan offsets, cash incentives, and/or vacation and sick leave pre-accruals.



### **THE COUNTY**

Santa Barbara County is located on a 122 mile stretch of California's central coastline. The County is a mix of urban, suburban and rural landscapes with a strong economic base in both technology and agriculture. The County is well-known for its world class beaches, mild climate, scenic mountains and numerous parks.

This mix of the best of California's environments makes for plentiful cultural and recreational activities year -round including hiking, water sports, visiting historical landmarks, fine dining and wine tasting to name a few. Santa Barbara County is home to 20 school districts, many award winning, ranging from small, rural K-8s to typical large urban districts of many thousands of students.

The University of California, Santa Barbara and several other institutions of higher learning are also available. Santa Barbara County government is a service-oriented organization with a \$1.14 billion operating budget. The County has 22 departments and a workforce of more than 4,300 employees in over 700 different jobs. Santa Barbara County is one of the most desirable places in the world to live and work.

## **THE IDEAL CANDIDATE:**

The WDB is seeking a Visionary Leader to fill the Executive Director position, who will be able to hit the group running, and lead the organization during the next phase of its development.

The Ideal Candidate should possess the following characteristics, skills, and abilities:

- Be an exceptionally knowledgeable individual on the public/private, Federally-funded workforce system, issues, and best practices.
- Be able to develop and effectively articulate and represent the mission, goals, and objectives of the Santa Barbara County WDB.
- Work effectively with internal management of the Department of Social Services (Fiscal, HR, Contracts) that houses the WDB and the workforce system.
- Possess a master's degree and have extensive education, training and experience in multiple workforce development professional areas-of-responsibility: program development & operations/administration; budget development & management; and, contracting for program operations.
- Have a record of collaboration with external partners such as economic development, community colleges, justice & probation system, and community-based organizations.
- Must be committed to diversity, equity, and inclusiveness.



## **EXAMPLE OF DUTIES:**

1. Organize project teams to accomplish goals and meet deadlines.
2. Manage multiple functions and work through and motivate staff to complete projects in a timely manner.
3. Responsible for overseeing and obtaining WIOA performance guidelines and measurements.
4. Represents to the WDB or Workforce System on community task systems throughout the County.
5. Responsible for long-range planning and implementing short-term initiatives while balancing both with the department's goals in mind.
6. Develop and implement new programs and projects that will increase the WDB's presence and effectiveness in the community

## EMPLOYMENT STANDARDS

1. The core competencies listed below and the ability to immediately demonstrate these competencies consistent with the position's level in the leadership series and the specific work assignment; and,
  - **Intensity:** Goes after the goal with passion; is results oriented, and gets the job done. Key Concepts: Risk-taker; results-oriented; and initiative driver.
  - **Ethical Behavior:** Does what is right regardless of temptations and pressures to do otherwise; upholds the public's trust; and conducts self-according to a set of principles. Key Concepts: Respect; trust; responsible; fair; and caring.
  - **Influence:** Affects successful outcomes for the organization through the use of masterful leadership, collaboration, and a keen understanding of the organization, its goals, and the interests of all parties. Key Concepts: Engaged; collaborative; strategic orientation; situational awareness; organizationally savvy; inspirational; energizing-empowering; team orientation; and change agent.
  - **Commitment:** Successfully builds relationships with and promotes involvement of diverse groups; considers the needs of diverse clients when developing policies and procedures related to service; works closely with diverse groups to identify and deliver services that meet their needs and the strategic objectives of the program; establishes customer service as the single purpose to which all resources are dedicated; focuses on delivering the best services possible to the public; focuses on customer needs; and is committed to public service. Key Concepts: Public servant; and customer service.
  - **Interpersonal Skills:** Possesses and uses versatile communication styles and approaches; understands the underlying psychology of why people act as they do and changes approach to affect positive outcomes; builds rapport throughout the organization; and develops human potential. Key Concepts: Staff development; communication; listening; delegation; recognition; and buy-in.
  - **Resiliency:** Is adaptable; takes direct action; leads by example; exhibits tenacity. This leader is ready, flexible, self-reliant, and has a reputation for finding opportunities in difficult situations. Key Concepts: Action-orientation; adaptability; flexibility; agility; tenacity; survivability; courage; confidence; and intuition.
  - **Craftsmanship:** Rejects the "good enough for government work" attitude; takes ownership of work done and results accomplished; takes pride in delivering quality services to customers; seeks out opportunities to develop new and creative solutions and programs; imagines possibilities; defines a vision, and works to bring vision into reality. Key Concepts: Innovative; imaginative; inventive; pride-in-work; accountability; self-development; and self-starter; **and,**

2. BS/BA degree, master's degree preferred, along with training and experience that demonstrates the capability to meet the needs of this assignment. The Workforce Development Board is seeking a professional who is an experienced manager adept at managing the performance and outcomes achieved by others. Public sector management experience is desirable, including experience supervising other managers.

Qualified candidate must possess a wide breadth of knowledge in Federal and State workforce related programs and services. Experience and knowledge of the management and oversight of WDB's funding streams, WDB's budgeting and reporting is required and will be critical to the vitality and lifeline of our programs.

**APPLICATION DEADLINE: 7/8/22 by 4:49 PM** Applications and job bulletins can be obtained 24 hours a day at [www.sbcountyjobs.com](http://www.sbcountyjobs.com)

For more information contact: Jasmine Gaytan, DSS Recruiter, [jgayta@countyofsb.org](mailto:jgayta@countyofsb.org) or Carolyn Marceda, County HR [@CMarceda@countyofsb.org](mailto:@CMarceda@countyofsb.org)

## APPLICATION & SELECTION PROCESS

The County of Santa Barbara offers a simple and convenient online application (*application* process should take only 15 minutes). Please apply online and attach your resume and cover letter.



## RECRUITMENT PROCESS/SAVE THE DATE

Applications/Resumes will be screened, reviewed to determine those candidates who meet the minimum qualifications and who are best qualified for the position. Candidates with the most relevant qualifications and experience will be forwarded to the Executive Director for further consideration with top candidates being invited to a selection interview. In-person will be held sometime between

**8/8/22-8/26/22**

## REASONABLE ACCOMODATION:

The County of Santa Barbara is committed to providing reasonable accommodation to applicants. Qualified individuals with disabilities who need reasonable accommodation during the application or selection process should contact the recruiter listed on the job posting. We require verification of needed accommodation from a professional source, such a Medical Provider or a learning institution.



## STATEMENT OF COMMITMENT

The County of Santa Barbara is dedicated to cultivating and sustaining an environment that exhibits equity and inclusion everywhere, and at all levels of our organization. The County believes equity is a fundamental principle that must be imbedded in policies, institutional practices and systems. The County recognizes the negative impacts of systemic racism and is committed to eliminating the barriers affecting Black, Latinx, Indigenous, Asian, and socioeconomically disadvantaged community members, as well as people of other diverse racial and ethnic backgrounds. We envision a world where society and its systems (e.g. education, criminal justice, and health care, housing, the economy) are just, fair, and inclusive, enabling all people to participate and reach the

We celebrate community and employee diversity, strive for inclusion and belonging, and promote empowered participation. We aspire to build a workforce that is reflective of these values and the communities we serve. We are proud to be an equal opportunity employer and will resolutely uphold federal, California state law and/or Santa Barbara County ordinances.

We believe equity and inclusion are vital to fulfill the County's mission and to embody a culture of "One County, One Future." Expanding the full range of employee talent allows the County to deliver our best to all our community members.

We believe in the dignity and humanity of all people. We strive for a healthy and prosperous society that promotes all people having equitable access and opportunity.







