



# NORTEC

## Workforce Development Board

11 Ilahee Lane • Chico, CA 95973 • (530) 892-9600 • Fax: (530) 892-9609

Butte • Del Norte • Lassen • Modoc • Nevada • Plumas • Shasta • Sierra • Siskiyou • Tehama • Trinity

### Workforce Services Director

#### About NoRTEC:

The Northern Rural Training and Employment Consortium (NoRTEC) in Chico, California, provides federal Workforce Innovation and Opportunity Act programs in eleven Northern California Counties. Established in 1983, NoRTEC is led by a Workforce Development Board and an elected Governing Board, and provides a comprehensive array of services to businesses and job seekers throughout the region. Please see [www.ncen.org](http://www.ncen.org) for more information.

#### NoRTEC Culture:

The NoRTEC organization is comprised of high-performance employees that are continually looking for ways to improve the provision of services for the communities we work for. Each employee takes personal responsibility for overall organizational performance and goes beyond adequate to exceptional in the areas that matter to our organization. NoRTEC employees are self-starters who work with little supervision, have the ability to get things done and work exceptionally well with co-workers in an office environment.

#### Job Description:

The NoRTEC Workforce Services Director's primary area of responsibility will be the implementation and oversight of high-quality services to job seekers and employers under the Workforce Innovation and Opportunities Act (WIOA) within the eleven (11) county NoRTEC region. The secondary area of responsibility will be to provide strong leadership to the organization as well as supporting and assisting the Executive Director, including acting in the capacity of Executive Director as needed.

#### Essential Duties and Responsibilities

1. WIOA Program Services Planning, Implementation, Oversight and Evaluation:
  - a. Learning, understanding, and implementing WIOA program service requirements
  - b. Designing programs to meet customer needs
  - c. Program Policy writing and implementation
  - d. Oversight of on-site compliance monitoring of subcontractors and participant training providers
  - e. Assuring that NoRTEC complies with all relevant program regulations
  - f. Oversight of NoRTEC Client Information System
  - g. Oversight of NoRTEC Eligible Training Provider List

2. Assure that NoRTEC meets or exceeds WIOA Program Performance Standards
  - a. Negotiating performance standards with funding agencies
  - b. Monitoring Service Provider performance to assure standards are met
  - c. Providing technical support and corrective action where needed
3. Grant Writing and Management
  - a. Research and identify available grant opportunities
  - b. Attend grant planning meetings and bidder's conferences with partners and funding sources
  - c. Gather information from NoRTEC service providers to prepare grant applications
  - d. Review all grant requirements and guidelines
  - e. Develop budgets for grant proposals
4. Assisting Executive Director as needed with the Director's primary responsibilities:
  - a. Interfacing with Workforce Development Board and Governing Board members
  - b. Preparation of Board Meeting Agenda s
  - c. Presiding as needed at WDB/GB Meetings as needed.
  - d. Oversight and supervision of staff
  - e. Providing overall program leadership and direction.

**Required Knowledge, Skills, and Abilities:**

- The ability to communicate effectively orally and in writing is essential for this position
- Use good judgment and make sound decisions in accordance with established procedures and policies
- Handle multiple projects simultaneously
- Work with numerous interruptions
- Adjust to changing priorities
- Establish and maintain effective and cooperative working relationships with those contacted during the course of work
- Operate personal computers, and/or tablets, utilizing a variety of software programs including MS Power Point, MS Word, MS Excel spreadsheet applications, and experience working with a database

**Minimum Qualifications:**

Experience: At least 3 – 5 years of verifiable, relevant Workforce Development experience with significant staff supervision experience. Experience working with a Board of Directors preferred.

Education: Bachelor's Degree in a relevant field.

Additional Requirement: Possession of a valid California Driver License. Proof of personal auto insurance levels at or above a \$100,000 combined single limit must be provided once offer of employment is accepted.

**Job Type:**

This is a full-time 40 hours per week position located in Chico, California

**Salary Range:**

Salary depending on experience and qualifications. Salary Range is \$125,000 – \$145,000

**Benefits:**

NoRTEC offers a full range of employee benefits including fully paid Medical Insurance, Dental Insurance, Vision Insurance, Flexible Spending Account, Life Insurance, Accidental Death and Dismemberment Insurance, Defined Contribution Retirement Plan, 457 Deferred Compensation Plan, Vacation, Sick Leave, and Paid Holidays

**Travel Requirements:**

10%-20% local and overnight travel required.

**Physical Demands:**

- Use hands to finger, handle, or operate objects, tools, or controls
- Reach with hands and arms
- Walk, sit, stand, talk, and hear
- Occasional need to lift and/or move up to 25 pounds
- Necessary vision abilities include close vision, peripheral vision, depth perception, color perception, and the ability to adjust focus

**Work Environment:**

The noise level in the work environment is moderately noisy.

**Application Instructions:**

Submit a cover letter and resume to: [jobs@ncen.org](mailto:jobs@ncen.org)

**Closing Date:**

Position will be open until filled

If you have any questions, or need additional assistance regarding this position, please contact NoRTEC at (530) 892-9600.

Northern Rural Training and Employment Consortium  
11 Ilahee Ln, Chico, California, 95973  
(530) 892-9600  
<http://www.ncen.org>

*NoRTEC is an Equal Opportunity Employer and supports workforce diversity. Women, minorities, and persons with disabilities are encouraged to apply. NoRTEC will consider individuals with disabilities based on their qualifications to perform the essential functions of the position for which they are applying and will provide reasonable accommodation in the application and/or testing process. If you require accommodation in the application and/or testing process, please notify NoRTEC within seven (7) days of the need for accommodation, so appropriate alternative arrangements can be made.*