S. RENÉE NARLOCH
& ASSOCIATES
PROFESSIONAL EXECUTIVE RECRUITMENT

WORKFORCE DEVELOPMENT BOARD OF CENTRAL OHIO, INC.

INVITES YOUR INTEREST IN THE POSITION OF

EXECUTIVE DIRECTOR

THE COMMUNITY

The City of Columbus/Franklin County area is home to 1.3 million residents. The City of Columbus, the county seat and state capital, was established in 1812 and is the 15th largest populated city in the United States. Franklin County was established in 1803 and is the 30th largest county in the nation. Located in Central Ohio, Franklin County encompasses 543 square miles, of which 228 are the City of Columbus. A business-friendly community, the City/County has a relatively low cost of living, a solid manufacturing sector, including companies such as Honda and Worthington Industries, as well as a strong retail, insurance and financial services sector—including JPMorgan Chase and Huntington Bank. The area is also home to the Edison Welding Institute, a privately funded initiative that conducts cutting-edge manufacturing research and the Battelle Memorial Institute, the world's largest independent scientific research center. Five Fortune 500 companies have headquarters in the Columbus region: Nationwide Insurance; Limited Brands; Big Lots; Cardinal Health, a pharmaceuticals distributor; and American Electric Power utility company. The area has created more jobs than any other area in Ohio in the past few years and has become a model for streamlining government, and the strategic investing of public monies to ensure economic diversity and growth.

The area has a workforce that is younger and better educated than the national average. Some 140,000 students are enrolled in the region's more than 60 colleges and universities. Columbus is home to The Ohio State University—one of the largest land grant universities in the nation—which has approximately 57,000 students on its main campus. Other higher educational opportunities are available at Capital University, Franklin University, Columbus College of Art and Design, and Columbus State Community College, among others.

The area has made great strides in redeveloping its downtown and riverfront districts. In addition, there are major initiatives underway to provide new and improved infrastructure and to increase the local housing stock.

The area offers many options for shopping, dining, recreation and cultural events. For the sports-minded individual, in addition to all the sporting events held at Ohio State and other area schools, Franklin County and Columbus have the NHL Columbus Blue Jackets playing at Nationwide Arena and the Columbus Clippers, a Triple-A minor league baseball team, at Huntington Park. Columbus is also home to the Columbus Crew, a major league soccer team.

The region is proud to be home of the No. 1 zoo in America, the Columbus Zoo & Aquarium; the Columbus Metropolitan Library, awarded the National Library of the Year in 2010 and National Medal for Museum and Library Service in 2011; and the Center of Science and Industry (COSI), named the top science center for families in the nation by Parent Magazine in 2008.

Demographics of the area are: White, 67.3%; Black, 21%; Hispanic, 4.8%; Asian, 3.8%; Other, 3.1%. The median household income for a family is $60,158. The regional climate is temperate with temperatures ranging, on average, from 85 degrees in July to the mid 20's in January.

THE ORGANIZATION

The Workforce Development Board (WDB) of Central Ohio, Inc., located in Columbus, Ohio, was incorporated in January 2016 and empowered by the Workforce Innovation and Opportunity Act (WIOA) of 2014. Members of the Board are appointed by the Mayor of Columbus and the Franklin County Board of Commissioners and serve as the local-policy making entity tasked with supporting local businesses through the education and training of the Central Ohio workforce. The 27-member board is comprised of representatives from various sectors of business, education, labor and community-based organizations. The agency has five staff members and an annual operating budget of approximately $9 million.

WDB was formerly known as the Central Ohio Workforce Innovation Corporation (COWIC) and served as the local policy-making entity as well as the One-Stop Workforce Career Center provider. In January, the organization split and the WDB no longer directly provides services, but instead procures contracts for services. COWIC is the current contracted One Stop provider of services.

THE POSITION

Due to the recent changes in organizational structure, this position will serve as the first Executive Director of WDB. As such, the Executive Director will be responsible for the overall direction for the organization, manage the Board's operations, devise strategies and policies, formulate and implement plans, make certain all fiscal agent responsibilities are met, and ensure goals are achieved.

The Executive Director will provide support for the Board's oversight and decision-making process. In addition, the Executive Director will develop strong relationships with Chief Elected Officials, Board Members, community stakeholders, as well as federal, state, and local workforce development and regulatory agencies. A priority will be ensuring the functions of the local Workforce Development Board (WDB) are achieved which include setting the agenda for local workforce development; providing strategic and operational oversight to workforce development programs; developing and submitting the local and regional workforce plans; conducting workforce research and labor market analyses; and convening and collaborating with workforce development system stakeholders.

Responsibilities of the Executive Director include, but are not limited to:

- Provide executive level leadership and management expertise in directing and coordinating Board responsibilities.
- Assist the Board in developing its strategic and operational plans.
- Prepare agendas and briefings of materials for Board meetings.
- Assist the Board in identifying critical workforce issues in the community and possible strategies for Board initiatives or support.
- Sustain and grow relationships with economic development groups, organized labor, and employer organizations.
- Develop appropriate reports and transfers of information to ensure the Board and other stakeholders remain fully informed.
- Formulate and regulate Board policies and procedures, including conducting conflict of interest enforcement.
- Oversee administrative functions and provide direct supervision of staff.
- Participate in statewide Workforce Development Directors Association and other associations and committees as appropriate.
- Provide strategic/operational oversight and compliance with all applicable federal, state, and local regulations.
- Research, develop, and write grant proposals for funding to further the Workforce Development Board's mission; seek additional innovative funding sources, including public-private partnerships.
- Promote accountability and develop sustainability of operations and services.
- Develop and implement procurement process for service providers.
- Other duties as assigned.

The Executive Director must have the management and leadership skills necessary to facilitate the transition of the organization. Ability to shape and direct the organization to include developing and implementing policies, strategies, and resources is needed. Extensive knowledge of business practices and regulatory compliance with a preference of workforce development experience; workforce development legislation, regulations and policies; labor market data; and workforce development service delivery systems is desired. Strong consensus building, negotiating, and decision-making skills with the ability to assess options and recommend solutions are important. The successful candidate should have considerable knowledge of and experience in budget management, strategic planning, board development, performance measurements, and personnel management. Effective oral and written communication skills, including ability to communicate clearly and persuasively, are needed.

Current issues which need to be addressed include the development of a strategic plan; completing the required regional and local plans; implementing Comprehensive Case Management and Employment Program (CCMEP); and developing procurement for Youth Services and for a One-Stop Operator.

The ideal candidate must be approachable, innovative and a good listener. An effective leader who is able to establish the identity of WDB as the primary partner of workforce development in the community is needed. Must be politically astute, customer service oriented, and passionate about serving the workforce needs of the community.

A Bachelor's Degree in public or business administration, economics, social or behavioral sciences, education, human resources, or other relevant field is required; a Master's Degree or degree in related field is preferred along with considerable work experience to provide the necessary skills, knowledge, and abilities to perform executive and leadership functions of the position. Additionally, candidates should have at least ten (10) years of managerial experience in workforce development, not-for-profit, and/or business,

including supervision of various operating functions and financial/budgetary activities. Experience must include working with federal, state, and local elected and public officials, board of directors, businesses, public agencies and community-based organizations; developing and overseeing programs in adherence to federal and state regulations and ensuring continued compliance with changing laws and regulations; and establishing and enforcing operational policies, practices, and procedures for programs and services.

THE COMPENSATION

The anticipated starting salary range is $125,000 - $145,000. Starting salary will be based upon the knowledge, skills, and experience of the individual selected and is accompanied by an excellent benefits package.

TO APPLY

If interested in applying for this outstanding opportunity, please visit our website at www.srnsearch.com. Resume review will begin July 29, 2016; the position is open until filled. Resumes will be screened according to the qualifications outlined above. The most qualified applicants will be invited to screening interviews with S. Renée Narloch & Associates. A select group of candidates will then be asked to provide references upon determination that they may be recommended as finalists; references will be contacted only following candidate approval. Final interviews will be held by the Workforce Development Board Executive Committee. Candidates will be advised of the status of the recruitment following the selection of the Executive Director. Questions regarding this recruitment may be directed to:

Ms. S. Renée Narloch, President
S. Renée Narloch & Associates
info@srnsearch.com | 850.391.0000 | srnsearch.com

Workforce Development Board of Central Ohio, Inc. is an Equal Opportunity Employer. **APPLICATIONS AND RESUMES MAY BE SUBJECT TO PUBLIC DISCLOSURE.**

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