

The North Country Workforce Investment Board (WIB) is seeking a professional Executive Director for the four county region covered by the Workforce Investment Act. The WIB initiates strategic workforce solutions in Clinton, Essex, Franklin, and Hamilton counties. The Executive Director provides overall management of WIB initiatives; strategic implementation of WIB policies and directives, managing a semi-professional staff in accomplishing those responsibilities.

Reporting to the Chairperson of the WIB, the Executive Director will:

- Assist the WIB in implementing a clear vision, mission, goals, Action plans and measurements for assessing success;
- Propose and execute a communications plan to provide ongoing Timely information to stakeholders;
- Provide the WIB with clear, unbiased, comprehensive analysis Of issues;
- Provide effective planning and administrative support to the WIB and its committees;
- Encourage, solicit, and stimulate strategic partnerships between The WIB and other organizations;
- Effectively manage WIA performance of those receiving funds from The WIB;
- Prepare an annual budget for WIB operations;
- Solicit and maintain funding to support WIB initiatives; collaborate Effectively and successfully with others in obtaining or aligning Funding;
- Convene business, government, education, workforce development and other appropriate community and regional entities to accomplish the mission of the WIB.

The successful candidate will have a Bachelors or Master's degree in Public Policy Administration, Human Services, Education, or relevant discipline, with 5-7 years' experience in project management, public exposure, coordination of resources and long-term planning. Must demonstrate an entrepreneurial attitude and aptitude and maintain a positive professional reputation in the region. Must communicate effectively and with high impact verbally and in writing and demonstrate strong presentation skills.

Special Note: Must be available for travel and possess (or be able to obtain) a valid New York State Driver's License.

Send Resume, salary history, and 3 references to:

Ms. Angela Bucci  
194 US Oval  
Plattsburgh, N.Y. 12901  
angela@ncworkforce.com

Electronic submittals are preferred.

Closing date is Friday, February 15, 2012