



SWIB | State Workforce
Investment Board
Office of the Governor

Recruitment Profile – Executive Director

Office of Workforce Development

January 2021



Executive Director – Office of Workforce Development

VisionFirst Advisors and the Logan Development Group are conducting an executive search to identify an Executive Director to lead the Mississippi State Workforce Investment Board (SWIB). Today, workforce serves as one of the top drivers in determining the location of businesses and capital investment. As such, the new leader of SWIB must have a proven track record of aligning efforts and initiatives to create and sustain economic activity.

Mississippi's State Workforce Investment Board (SWIB) has a clear and focused mission statement: *To develop and implement a strategy to maximize the state's education, training, and employment service resources in support of economic development.*

SWIB has adopted three broad goals to help achieve its mission:

1. Install an accountability system to track system-wide results and funding
2. Consolidate workforce training efforts and reduce redundancy and administration
3. Involve businesses in defining training needs

In recent years, SWIB has consolidated and strengthened the state's workforce development system to make it more efficient, customer-friendly and demand-driven. SWIB has also developed and implemented a statewide performance management system, known as the Integrated Longitudinal Education and Workforce Performance Management System. The system allows for the collection and analysis of education, training and placement data across all public workforce and education service providers throughout Mississippi – including the community and junior college system, the state's largest training provider.

However, there is a need for additional and continuous improvements. SWIB is committed to building on its accomplishments and addressing challenges in a seamless and straight-forward manner. The state must reclaim more of its nonparticipating labor force. High school dropout rates must be reduced, and adults without high school education must be given a chance to earn GEDs and additional training. Mississippi must also bolster assistance to those previously incarcerated, benefit recipients, and people with disabilities by developing innovative training and placement services. To do so, there is a need for closer alignment of all public workforce and education programs to produce more effective results through common goals. In addition, Mississippi must look outside its borders and attract workers from other states.

SWIB has also placed greater emphasis on workforce system services to businesses, especially small businesses and entrepreneurs.

Profile



Recruitment Profile

Executive Director

Jackson, Mississippi

Desired Job Experience

- High-level experience with, and knowledge of, with state-wide workforce development programs and initiatives
- Strong experience and knowledge of the federal Workforce Innovation and Opportunity Act, amendments and successor legislation to this act, as well as other relevant federal laws
- Ability to collaborate with state economic development leaders and provide workforce solutions to competitive projects
- Knowledge and expertise in workforce development relative to economic development projects
- Strong history of leadership
- Management experience with strong attention to details
- Knowledge and understanding of operational functions
- Proven track record of successfully navigating relationships with a board of directors and elected officials
- Strong communication skills
- Organizational skills
- Ability to recommend and implement new programs and initiatives when needed
- Network of key stakeholders and contacts at the regional, state, and federal levels

Characteristics & Personality Traits

- Forward thinker
 - Strong Leader
 - Diplomatic
 - Strong Work Ethic
 - Communicator
 - Moral and Honorable
 - Integrity
 - Focused
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- Approachable
 - Resourceful
 - Driven
 - Creative
 - Collaborator/Team Builder
 - Listener

Education

- Bachelor's Degree required
- Advanced Degree, training, and certifications strongly preferred

Top Requirements

- High-level experience working with state workforce development programs
- Experience implementing new workforce development initiatives
- Leadership/Executive-Level experience
- Communication Skills

Goals & Objectives

- Coordinate existing resources and identify needed resources
- Review current policies and procedures / make recommendations on changes and additions
- Develop overall strategy of the office to recommend to the board of directors
- Identify creative sources of additional revenue
- Work closely with the economic development community

Strengths of the Position

- Engaged board of directors
- Opportunity to make significant state-wide impact
- Receptive stakeholders open to new programs and ideas
- Pro-business administration

Job Description

Job Summary

The successful candidate will establish the strategic direction for the Mississippi State Workforce Investment Board Offices. The executive director serves as chief executive for the office and board of directors. The position is responsible for overall administration and supervision of the organization and directs staff, business operations, and finances of the organization.

Essential Duties & Responsibilities:

- Develop and submit to the Governor, Lieutenant Governor and Speaker of the House a strategic plan for an integrated state workforce development system that aligns resources and structures the system to more effectively and efficiently meet the demands of Mississippi's employers and job seekers. This plan will comply with the federal Workforce Investment Act of 1998, as amended, the federal Workforce Innovation and Opportunity Act of 2014 and amendments and successor legislation to these acts.
- Assist the Governor, Lieutenant Governor and Speaker of the House in the development and continuous improvement of the statewide workforce investment system that shall include:
 - Development of linkages in order to assure coordination and non-duplication among programs and activities; and
 - Review local workforce development plans that reflect the use of funds from the federal Workforce Investment Act, Workforce Innovation and Opportunity Act, the Wagner-Peyser Act and the amendment or successor legislation to the acts, and the Mississippi Comprehensive Workforce Training and Education Consolidation Act.
- Recommend to the office the designation of local workforce investment areas as required in Section 116 of the federal Workforce Investment Act of 1998 and the Workforce Innovation and Opportunity Act of 2014. There are four workforce investment areas that are generally aligned with the planning and development district structure in Mississippi. Planning and development districts will serve as the fiscal agents to manage Workforce Investment Act funds, oversee and support the local workforce investment boards aligned with the area and the local programs and activities as delivered by the one-stop employment and training system
- Assist the Governor in the development of an allocation formula for the distribution of funds for adult employment and training activities and youth activities to local workforce investment areas.
- Recommend comprehensive, results-oriented measures that shall be applied to all of Mississippi's workforce development system programs.
- Assist the Governor in the establishment and management of a one-stop employment and training system conforming to the requirements of the federal Workforce Investment Act of 1998 and the Workforce Innovation and Opportunity Act of 2014, as amended, recommending policy for implementing the Governor's approved plan for employment and training activities and services within the state.

In developing this one-stop career operating system, the Mississippi State Workforce Investment Board, in conjunction with local workforce investment boards, shall:

- Design broad guidelines for the delivery of workforce development programs;
- Identify all existing delivery agencies and other resources;
- Define appropriate roles of the various agencies to include an analysis of service providers' strengths and weaknesses;
- Determine the best way to utilize the various agencies to deliver services to recipients; and
- Develop a financial plan to support the delivery system that shall, at a minimum, include an accountability system;
- Provide authority, in accordance with any executive order of the Governor, for developing the necessary collaboration among state agencies at the highest level for accomplishing the purposes of this chapter.
- Monitor the effectiveness of the workforce development centers and WIN job centers.
- Advise the Governor, public schools, community/junior colleges and institutions of higher learning on effective school-to-work transition policies and programs that link students moving from high school to higher education and students moving between community colleges and four-year institutions in pursuit of academic and technical skills training.
- Work with industry to identify barriers that inhibit the delivery of quality workforce education and the responsiveness of educational institutions to the needs of industry.
- Provide periodic assessments on effectiveness and results of the overall Mississippi comprehensive workforce development system and district councils.
- Develop broad statewide development goals, including a goal to raise the state's labor force participation rate.
- Perform a comprehensive review of Mississippi's workforce development efforts, including the amount spent and effectiveness of programs supported by state or federal money.
- Assist the Governor in carrying out any other responsibility required by the federal Workforce Investment Act of 1998, as amended and the Workforce Innovation and Opportunity Act, successor legislation and amendments.
- The Mississippi State Workforce Investment Board shall coordinate all training programs and funds within its purview, consistent with the federal Workforce Investment Act, Workforce Innovation and Opportunity Act, amendments and successor legislation to these acts, and other relevant federal law.

Knowledge, Skills & Abilities:

- Extensive experience in development of economic, human and physical resources, and promotion of industrial and commercial development. The executive director shall have a bachelor's degree from a state-accredited institution and no less than eight years of professional experience related to workforce or economic development.

- Perform the functions necessary for the daily operation and administration of the office, with oversight from the executive committee and the State Workforce Investment Board, to fulfill the duties of the state board.
- Hire staff needed for the performance of his or her duties. The executive director, with approval from the executive committee, shall set the compensation of any hired employees from any funds made available for that purpose.
- Promulgate rules and regulations, subject to oversight by the executive committee.
- Perform any other actions he or she, in consultation with the executive committee, deems necessary to fulfill the duties.
- The Office of Workforce Development and Mississippi Community College Board shall collaborate in the administration and oversight of the Mississippi Workforce Enhancement Training Fund and Mississippi Works Fund. The executive director shall maintain complete and exclusive operational control of the office's functions.

The above cited duties and responsibilities describe the general nature and level of work performed by people assigned to the job. They are not intended to be an exhaustive list of all the duties and responsibilities that an incumbent may be expected or asked to perform.

Education & Experience Requirements:

- Bachelor's degree required.
- Advanced degree strongly preferred.

Application Process:

Please submit resume or CV electronically to Daniel@logandevgroup.com

Additional Information

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