

The Workforce Innovation & Opportunity Act (WIOA) for Ohio Area 8, made up of Auglaize, Hardin, Mercer and Van Wert Counties, seeks a qualified **Workforce Development Board Director** to assist the Workforce Development Board of Ohio Area 8 (WDB) to ensure the required functions of the board are achieved.

Initial duties Include:

- ✦ Scheduling, planning and attending a minimum of four (4) annual board meetings; and
- ✦ Certification of OhioMeansJobs Centers located in Celina, Kenton, Van Wert, and Wapakoneta, Ohio; and
- ✦ Develop WDB policies in keeping with federal law and state directives; and
- ✦ Obtain and Coordinate training for existing board members pertaining to labor market trends, avenues of employment services, recruitment.

Ongoing duties Include:

- ✦ Conduct oversight for WIOA Adult, Dislocated Worker, and Youth programs, OMJ Center Operators, including development of policies and monitoring administration of the programs and procurement of providers; and
- ✦ Maintain a working relationship with the Fiscal Agent, establish budget meetings to review expenditures and submit applications for special funding for the betterment of WIOA Area 8; and
- ✦ In cooperation with area employers, educators, and community development, assist the WDB with the creation of a local and regional plan for workforce development; and
- ✦ Attend state meetings and keep abreast of all policy changes pertaining to workforce development to relay back to the WDB.

Position is considered part-time and will be compensated on a contractual basis with an annual stipend, payable in monthly increments. Applicants should have a baccalaureate degree, or equivalent, and experience in management, grant writing, program planning, budgeting and working with a volunteer board.

Submissions may be by regular mail or electronic mail. Individuals applying for this position should submit a cover letter and resume. Entities and organizations applying for this position should submit a letter of interest, staff resumes no later than **March 8, 2024** to:

Rob Radway - Area 8 Board Chairman
Pine Ridge Media Design
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Belle Center, Ohio 43310
rradway@gmail.com