

WORKFORCE DEVELOPMENT DIRECTOR

The Kerr-Tar Regional Council of Governments (COG) seeks a highly motivated individual to join a team of professionals who work to plan and implement collaborative projects in the Kerr-Tar region that includes the counties of Franklin, Granville, Person, Vance and Warren. The Workforce Development Director performs advanced professional and managerial work planning, organizing, and directing the employment and training programs in a regional five county area consistent with the federal Workforce Innovation and Opportunity Act (WIOA). An employee in this class plans and directs the five county employment and training programs in accordance with laws and program guidelines. Employee is involved in full range of managerial duties including long and short-term program planning, budgeting, procurement, grants, establishing procedures and standards that govern the administration of the service delivery area programs. Work also includes working with Boards to set policy direction and priorities; coordinating and facilitating working relationships with various boards, governmental agencies, other service providers, business community, employers, community colleges and other educational institutions. Work also involves supervising staff, developing vision and mission, communication, motivation, staff development, and related management activities. Determining program effectiveness and recommending changes to program administration are on-going components. Work is performed in accordance with state and federal guidelines and organizational policies and procedures. Work is performed under the supervision of the Executive Director and reviewed by client and community acceptance, compliance with regulations, and program effectiveness.

An employee in this class is responsible for the overall leadership, administration, and management of regional workforce development programs. Work includes strategic planning, program implementation, grant administration, budget oversight, procurement, contract management, performance monitoring, compliance, and evaluation of workforce development services.

The Workforce Development Director works closely with the Kerr-Tar Workforce Development Board, the Kerr-Tar Executive Director, local governments, state agencies, educational institutions, employers, community organizations, and other workforce system partners to establish program priorities, coordinate resources, address regional workforce needs, and improve service delivery.

The position provides leadership in personnel management, staff development, organizational communication, partnership building, and continuous program improvement. The Director monitors program performance and fiscal activities, ensures compliance with applicable requirements, and recommends changes to improve program effectiveness and operational efficiency.

Duties include but are not limited to:

- Leads and participates in the development of policy, vision, and mission and related program design of the five county region for employment and training programs; works with boards, staff, and other related agencies in collaboratively planning and implementing service delivery; performs short and long term program planning; collects necessary data and client and partner input to conduct program evaluation and leads in program re-design to increase program effectiveness.
- Performs all personnel related functions including recruitment and selection, performance evaluation, training, staff development, motivation, leadership, conflict resolution, communication and building shared vision.
- Oversees and participates in grant development and administration, budget development, procurement, and related fiscal monitoring and reporting; coordinates with agency fiscal staff as needed.

- Works with a wide variety of community and governmental agencies, educational institutions, employers, businesses and other groups to identify comprehensively needs and strategies; markets programs; promotes community education and awareness related to training and employment issues.
- Leads in developing five year plans, policies and strategies; develops contracts; provides technical guidance.
- Participates in Rapid Response activities for worker dislocations.
- Provides leadership for the development and oversight of the One Stop Career Center System in the region; acts as liaison to the Chambers of Commerce, Economic development Commissioners, local elected officials, etc.
- Staffs various Boards related to workforce development; engages private, public and non-profit agencies in joint missions; oversees preparation of Board agendas and minutes; evaluates Board effectiveness and recommends strategies as necessary.
- Supervises and participates in establishing necessary records, preparing reports, and insuring record and program compliance with WIOA.
- Performs related duties as required

Graduation from an accredited college or university with a bachelor's degree in public administration, business administration, human services, psychology, social work, workforce development, or a related field, and considerable progressively responsible experience in the administration and management of workforce development, employment and training, human services, or related programs. An equivalent combination of education, training, and progressively responsible experience may be considered. Must demonstrate knowledge of law and policies governing WIOA and related laws, programs and guidelines and administrative requirements, including the One Stop Career Center System and knowledge of the principles, practices and regulations related to employment and training programs. Must have at least 5 years experience in workforce development, employment training or career services. Valid driver's license is required.

Salary will be based on qualifications and experience. Expected beginning pay range of \$80,000.00 - \$90,000.00 per year. Kerr-Tar Regional Council of Governments offers a generous benefits package including paid vacation and sick leave; NC Local Government Retirement System; 401(k); health, dental, vision and life insurance; and flexible spending account.

Interested candidates should email a cover letter, resume, and three references to Diane Cox, Kerr-Tar Regional Council of Governments, at info@kerrtarco.org. Please note, only electronic application materials emailed will be accepted for this position.

All employment is decided on the basis of qualifications, merit, and organizational need. Position is open until filled; initial review of applications will begin on November 2, 2026.

Kerr-Tar Regional Council of Governments is proud to be an Equal Opportunity Employer. The Council does not discriminate on the basis of race, religion, color, sex, gender, gender identity, sexual orientation, age, nondisqualifying physical or mental disability, national origin, veteran status, or any other basis covered by appropriate law.