

**Illinois Local Workforce Area 5
Kane, DeKalb and Kendall Counties**

Attachment 2

LOCAL POLICY ON SEPARATION

Effective July 1, 2008, the River Valley Workforce Investment Board is staffed by employees of Kane County. Staff to the Board are in the Kane County Department of Employment and Education but directly report to the Chairman of the River Valley Workforce Investment Board and indirectly to the Chairman of the Kane County Board. Board staff consists of an Executive Director (vacant) and an Administrative Assistant.



THE RIVER VALLEY WORKFORCE INVESTMENT BOARD

EXECUTIVE DIRECTOR JOB DESCRIPTION

Salary Range: Minimum (\$60,000) Mid-Point (\$72,500) Maximum (\$85,000)

General Description: Subject to the direction and approval of the Chair and the Executive Committee, this position is the Chief Officer for the staff of the Workforce Investment Board. As such, she/he is accountable for the strategic implementation of board policies, directives and operating plans, as well as for the day-to-day activities of the organization. Must be knowledgeable of the Workforce Investment Act (WIA) and assure compliance with Title 1 requirements.

Reports to: Chair of the Board and the Executive Committee of the River Valley Workforce Investment Board.

Major Responsibilities:

- ♦ Responsible for maintaining an up-to-date listing of eligible providers of training services.
- ♦ Works with the Chairman of the Board to create an agenda for the Workforce Investment Board Meetings, Youth Council Meetings and Committee Chairs for Committee Meetings and communicate meeting times, dates, and facility arrangements. Responsible for the meeting minutes for review, approval and distribution by the Board chair and/or committee chair.
- ♦ Provides support to One-Stop operators to help meet system-wide and Board goals.
- ♦ Recruit and train Board and Youth Council Members. Report to Executive Committee on development and participation of Board Members.
- ♦ Work with the Board and partner agencies to facilitate the negotiation of local MOU's, new agreements and enforce and improve existing agreements.
- ♦ Develop and manage the budget of the Workforce Investment Board providing regular updates to the Performance and Accounting Committee and the Board.
- ♦ Maintain financial records and ensure compliance with applicable law.
- ♦ Provide leadership for the development of system performance measures.
- ♦ Provide activity and performance reports, including community audit, for the Board with respect to local programs of youth activities, local employment and training activities, and the One Stop delivery system in the local area.
- ♦ Evaluate system performance and recommend improvements. Coordinate activities identified by the Board in relationship to economic development strategies and employer linkages.
- ♦ Represents the Workforce Investment Board at National, State, and local meetings, as requested by the Chair of the Board.
- ♦ Supervises other Workforce Investment Board staff.
- ♦ Develop and direct a comprehensive loss control system, prescribe the specific limitations of the authority of subordinates, and insure that RVWIB policies are uniformly understood and properly interpreted.

- ◆ Access grants and other funding sources leading to self-sufficiency to support Board goals and system activities.
- ◆ Provide a system-wide needs assessment annually to the Board, including facility requirements for staff and one-stop centers.
- ◆ Facilitate a strategic planning process for the Workforce Investment Board.
- ◆ Prepare reports and written information for the Workforce Investment Board to give to the local elected officials.
- ◆ Responsible for system marketing and public outreach efforts on behalf of the Board.
- ◆ Responsible for the appropriate insurance coverage for the Board.
- ◆ Participate in conflict resolution process and refer unresolved issues to the Board.
- ◆ Other duties and tasks deemed by the Board Chair and the Executive Committee as necessary to create a community-wide workforce development system.

Required Skills:

- ◆ Individual must have a working knowledge of financial management concepts, as well as general day-to-day support functions related to assisting a Board of Directors.
- ◆ Excellent interpersonal, organizational and leadership skills.
- ◆ Excellent oral and written communication skills.
- ◆ Knowledge of community resources.
- ◆ Ability to utilize computer software, Windows applications and perform word processing, spreadsheet, and presentation functions.
- ◆ Knowledge of working in collaboration and with teams to establish a positive working relationship with the One-Stop Operators, the Board, Partners, and the community at large.
- ◆ Ability to travel on WIB Business, including some overnight.

Experience:

- ◆ Requires a Bachelors Degree in Business or Public Administration or related field. Master's Degree preferred and three (3) years of demonstrated experience in providing executive support and daily operational support to a non-profit or private sector Board of Directors or Executive Team.



THE RIVER VALLEY WORKFORCE INVESTMENT BOARD

ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

Salary Range: Minimum (\$30,000) Mid-Point (\$34,000) Maximum (\$45,000)

General Description: The Administrative Assistant provides support to the LWIB staff in carrying out the plans, activities, and strategic direction of the River Valley Workforce Investment Board. Duties include interfacing effectively with Board members, managing multiple projects simultaneously, and establishing and maintaining effective internal operations. Under the supervision of the Executive Director to the River Valley Workforce Investment Board, the Administrative Assistant assists in the specific projects, meeting identified goals and objectives.

Reports to: Executive Director of the River Valley Workforce Investment Board

Major Responsibilities:

- ♦ Arranges, schedules, and coordinates meetings, seminars, and appointments for the Executive Director and Board Members.
- ♦ Prepares detailed agendas, minutes, reports, and meeting packets for River Valley Workforce Investment Board and WIB Committee meetings.
- ♦ Coordinates conference room and travel arrangements for Director, LWIB staff, and Board Members.
- ♦ Maintains executive and administrative files, record keeping systems, policies, and general correspondence.
- ♦ Ensures that materials, reports, and data requested from committees, board members, Executive Director are prepared and distributed and deadlines are met.
- ♦ Communicates requests for data to the appropriate individual or organization.
- ♦ Updates the River Valley Workforce Investment Board web site.
- ♦ Maintains open, direct and responsive communication to promote and build investment in the work and accomplishments of the Workforce Board.
- ♦ Assists Executive Director in reviewing and routing correspondence.
- ♦ Handles highly confidential data for Executive Director and Board Members.
- ♦ Manages board office including maintenance of supplies and equipment.
- ♦ Obtains and maintains relationships with vendors according to a procurement process.
- ♦ Performs other duties, special assignments and projects as assigned by the Executive Director or Board Members.
- ♦ Ensures thorough, clear and concise communication between Operators, Partners and Board members.

Preferred Qualifications:

- ♦ Associates Degree in relevant field or equivalent experience.
- ♦ A minimum of two years experience in an administrative capacity.
- ♦ Excellent interpersonal, organizational and project management skills.
- ♦ Ability to interface with people at all levels effectively.
- ♦ Ability to work independently and as a team player.

- ◆ Excellent verbal and written communication skills.
- ◆ Proficient keyboarding skills and ability to pass intermediate score on standardized test.
- ◆ Ability to travel on WIB business.