



COMPENSATION

\$91,395.20 – 137,072.00 Annually

(*The salary posted does not reflect the current 2% salary deduction)
Stanislaus County also offers an excellent fringe benefits package for its executives that typically includes:

- Excellent retirement benefit (2% at approximately age 61 formula)
- Health Plan coverage for employee and dependents (health, dental, vision)
- County paid Deferred Compensation at 2% of base salary
- Three weeks annual vacation accrual upon entering County service (after completion of one year's service, four weeks of annual vacation; after completion of 20 years service, five weeks of vacation per year)
- 32 additional vacation hours annually
- 40 hours administrative/management leave per year (does not carry over)
- 96 hours of sick leave annually
- 10 paid holidays annually
- Term life insurance
- Disability protection
- Automobile allowance
- Portion of out-of-area moving expenses

HOW TO APPLY / SELECTION PROCESS

To begin the application process, go to www.stanjobs.org. Applications cannot be submitted later than 5:00 p.m. on the final filing date. Make your online application as complete as possible so a full and realistic appraisal may be made of your qualifications. Resumes will not be accepted in lieu of a completed application form.

Apply by—January 9, 2015
Oral Exam Date—To be determined



Stanislaus County is an Equal Opportunity/ADA Employer
1010 10th Street, Modesto, California 95354 (209)-525-6333 or 525-6341



Alliance Worknet Director

Apply by:

January 9, 2015



THE COMMUNITY

Located in the heart of California's fertile Central Valley, Stanislaus County is blessed with mild weather year round and some of the world's richest soil. With a population of nearly 525,000, Stanislaus County is proud of its vibrant citizenry, great traditions, educational opportunities, and multi-cultural lifestyles. The area offers a mixture of urban, suburban, and rural environments and lifestyles. The economy is based primarily on agricultural production and related services, food processing and retail services. California State University Stanislaus and Modesto Junior College are higher educational institutions located in the County.

The area offers a variety of cultural events from the Gallo Center for Performing Arts and recreational opportunities such as a Minor League baseball team. The San Francisco Bay Area, the Silicon Valley, Sacramento and California's Central Coast are only a 90 minute drive from Modesto. Eastward are the foothills of the Mother Lode gold country which lead to the majestic Sierra Nevada mountain range, Yosemite National Park and Lake Tahoe.

THE ALLIANCE WORKNET

The Alliance Worknet is responsible for providing Workforce Investment Act services for the residents of Stanislaus County as well as assisting businesses in finding qualified employees. The Alliance Worknet is dedicated to developing a skilled workforce that strengthens business and contributes to the economic success of our community. The **Alliance Worknet Mission** is to prepare individuals for jobs that are in demand by local businesses and provide businesses with referrals of qualified job applicants. Its goal is to increase employment, employment retention, and wages of Stanislaus County residents as well as helping local businesses improve their productivity and competitiveness.

THE POSITION

The Alliance Worknet Director is responsible for overseeing the provision of workforce development services to the residents of Stanislaus County through the Workforce Innovation and Opportunity Act (WIOA). In addition, the department provides Welfare to Work services to Temporary Assistance for Needy Families (TANF) recipients through a contract with the Stanislaus County Community Services Agency. This at-will position is appointed by the Chief Executive Officer with the concurrence of the Board of Supervisors and reports to the Chief Executive Officer.

Recognizing the importance of aligning workforce development and economic development activities, a Memorandum of Understanding between Stanislaus County and the Stanislaus Business Alliance has been developed with the Director receiving day to day policy direction from the Chief Executive Officer of the Stanislaus Business Alliance and the Alliance Board of Directors.

The Alliance Worknet Director interacts on a regular basis with the employees of the Stanislaus Business Alliance, County and City Officials, and community based organizations. The position represents the County and the Alliance Board at public meetings and makes speeches and presentations on behalf of both entities.

SKILLS / ABILITIES

- Plan, organize, direct Workforce Development programs;
- Apply sound administrative judgment to complex organizational, budgetary, regulatory and personnel problems;
- Financially manage a large budget including expenditure control and revenue collection;
- Analyze, understand and interpret complex laws and regulations related to Workforce Development programs;
- Communicate effectively orally and in writing by preparing and presenting reports, Board agenda items, grant applications, contracts and public presentations;
- Understand, prepare and use statistical information in support of effective decision making; and
- Establish and maintain effective relationships with staff, the community, County officials, and various State agencies.

KNOWLEDGE

- Principles of budgeting, fiscal administration and management;
- Legislation, regulations, policies and standards pertaining to Workforce Development programs;

- Public employment personnel practices including Equal Opportunity Employment, customer service principles and practices;
- Statistical methods used for management analysis; and
- Computer applications such as Microsoft Word, Microsoft Excel and Internet Explorer.

TYPICAL TASKS / RESPONSIBILITIES

- Administers all Workforce Innovation and Opportunity Act and Welfare to Work employment programs which include organizing, planning, directing, and evaluating all Alliance WorkNet activities;
- Assures compliance with local, State, and Federal law, regulations, and policies in regards to grant and contract agreements.
- Responsible for monitoring sub-contractors and advising them of concerns and non-compliance with contract requirements, both program and fiscal, in the administration of their programs;
- Represents the department as liaison with local and State agencies and community organizations; gives informational speeches concerning present and future Alliance WorkNet services and programs;
- Represents the County in interactions with the Federal Department of Labor and State Employment Development Department. Receives periodic evaluations from these offices concerning the department's operation of federal and state-funded programs. Reviews such evaluations and assures that necessary corrective steps are taken to correct discrepancies in such evaluations and reports progress of any corrective action to State and Federal representatives;
- Interprets pertinent rules, regulations and policies and develops programs in accordance with such rules, regulations, and policies that best meet the employment needs of local businesses and job seekers;
- Oversees and directs the preparation of annual budgets for approval by the Board of Supervisors and the Alliance Board of Directors;
- Provides staff assistance to the Alliance Board of Directors (Workforce Investment Board), Youth Advisory Council, and other policy committees;
- Prepares correspondence, Board reports, and policy recommendations for decision by the Alliance Board of Directors and the Board of Supervisors; appraises the Boards about program directions, activities and progress;
- Oversees the selection, training, and evaluation of professional, paraprofessional and clerical staff;

- Directs the preparation of statistical and narrative grant reports and correspondence pertaining to all aspects of the Workforce Innovation and Opportunity Act;
- Prepares recommendations for the allocation of funds to various Alliance Worknet program sub-contractors in compliance with regulations and the intent of the legislation; and
- Oversees the operations of the America's Job Center One-Stop Career Resource Centers in Stanislaus County.

EDUCATION & EXPERIENCE

- Bachelor's degree in Public or Business Administration, or a closely related field;
AND
- Experience or education that demonstrates the knowledge, skills, and abilities to successfully perform the duties and level of responsibility of an Alliance Worknet Director as described in this announcement. The qualifying experience must include one of the following:
 - Five (5) years of experience in the administration of one of the following areas: an employment or training program, a social service agency, or a large division within an agency that has overall program responsibility; OR
 - Five (5) years of experience in a management capacity, preferably in the public sector, demonstrating progressive achievement. This experience should include two (2) years involving the supervision of professional and/or technical staff.

DESIRABLE QUALIFICATIONS

- Five (5) years of experience and/or education in the attainment of knowledge of the principles and concepts of economic development at the community or state-wide level; **OR**
- Experience or education resulting in the understanding of local level economics and labor market principles.