

## Duties of Executive Director of Workforce Development

- (a) Assist the Governor and Legislature in the development and continuous improvement of the statewide workforce development system that shall include:
  - a. Development of linkages in order to assure coordination and non-duplication among programs and activities; and
  - b. Creation of a strategic state plan for an integrated state workforce development system that aligns resources and structures the system to more effectively and efficiently meet the demands of Vermont's employers and job seekers.
- (b) Assist the Governor in the establishment and management of a one-stop employment and training system conforming to the requirements of the federal Workforce Innovation and Opportunity Act of 2014, as amended.
- (c) Develops capacity of board members to advise the Governor on workforce development issues through effective communication efforts and development of staff to support the board.
- (d) The Executive Director of Workforce Development (Director) shall cultivate and foster partnerships between the private sector and State government, economic development, education and the broader community through the coordination of the activities within the workforce development ecosystem.
- (e) The Director will work with the agencies and departments to implement a program of continuing coordination and improvement of activities in State government.
- (f) Advise the Governor, public schools, state 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 college and four-year institutions in pursuit of academic and technical skills training.
- (g) 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.
- (h) Provide periodic assessments on effectiveness and results of the overall comprehensive workforce development system.
- (i) The Director supports the development and implementation of workforce policies; manages, in tandem with the Vermont Department of Labor, the budget of the Office and the Board; develops and maintains strategic partnerships; oversees workforce research activities; develops grant funding applications.

## Executive Director Qualifications

The executive director shall possess the following qualifications:

- a. Candidates shall have knowledge and experience in the development of economic development initiatives, workforce education and training programs, and/or promotion of industrial and commercial development.
- b. Candidates shall have thorough knowledge of the principles, practices and regulations related to employment and training programs.
- c. Candidates shall have considerable knowledge of the application and use of data to analyze the effectiveness of workforce programs.
- d. Candidates shall have no less than 5 years of professional experience related to workforce or economic development.