

Executive Director of the Office of Workforce Strategy and Development Recommendations to the Governor

[Act 146 \(2024\), Sec. 4 \(d\)\(2\)](#)

Qualifications:

- 1. Vision:** Ability to develop a clear and concise vision for the future of the State’s workforce system, using input from a variety of stakeholders, including but not limited to state agencies and departments, legislators, employers, community partners, education providers, and individuals.
- 2. Leadership and Strategic Direction:** Proven ability to provide strong leadership and strategic direction in advancing workforce goals through the development of long-term strategies, setting priorities, and overseeing the implementation of workforce development initiatives. Experience coordinating service delivery across public and private entities, and managing and supervising employees.
- 3. Collaboration and Partnership Building:** Proven ability to foster collaboration and build effective partnerships across government agencies, educational institutions, businesses, nonprofit organizations, and other key stakeholders. Necessary skills include negotiating agreements, coordinating initiatives, and aligning resources to achieve shared workforce development goals.
- 4. Policy Development and Implementation:** Ability to research and understand complex federal regulations related to workforce development and a history of effectively interpreting and implementing federal requirements. Necessary skills included navigating policy landscapes, ensuring compliance, and leveraging opportunities for funding and program enhancement, while also providing the Governor with policy proposals for advancing Vermont’s workforce strategies.
- 5. Board Governance and Stakeholder Management:** Experience working with a board of directors or advisory board to drive consensus, provide guidance, and ensure accountability in achieving organizational objectives related to workforce development. Strong interpersonal skills are crucial for engaging diverse stakeholders, including government officials, business leaders, educators, and community advocates.
- 6. Communication and Public Relations:** Exceptional written and verbal communication skills to articulate workforce strategies, policy recommendations, and program outcomes effectively to diverse audiences, including the Governor, legislators, media, and the public. This includes the ability to craft compelling narratives and presentations that resonate with stakeholders and support advocacy efforts.
- 7. Project Management:** A proven track record in successful project management. Strong organizational skills, attention to detail, and the ability to prioritize tasks effectively are essential. Adept problem-solving skills and a proactive approach will be key to overcoming challenges and driving successful project outcomes. Experience in designing, developing, managing, and evaluating large scale projects, with a proven ability to lead projects to successful completion.
- 8. Prior Experience:** A minimum of 5-years prior professional experience is preferred, with practical experience in cross-sector collaboration, coordination, and collective goal setting in the areas of workforce, education, policy, leadership or other related field.

Duties and Responsibilities

Office of Workforce Strategy and Development

1. Direct, manage, and supervise the operations of the Office of Workforce Strategy and Development
2. Advise the Governor and members of the Governor’s Cabinet on policies and practices that enhance workforce training, employment opportunities and economic growth, both within, and outside of, state government.
3. Develop, propose and shepherd legislative policy priorities related to workforce development. Ideally as a comprehensive workforce package. Monitor other policy proposals across state government related to workforce.
4. Convene stakeholders across the public and private workforce system to address labor force needs and leverage resources.
5. Work in close collaboration with the following state agencies and departments: Department of Labor, Agency of Education, Agency of Commerce and Community Development, Agency of Human Services, and other state agencies and department, in furthering Vermont’s workforce and economic strategies.
6. Develop and maintain a comprehensive workforce strategy that aligns with the State’s economic and workforce goals.
7. Design, develop, implement, and maintain a data collaborative that can be used to assess workforce trends and outcomes.
8. Hold regional roundtable discussions with workforce partners including state agencies, community partners, education providers, and employers.
9. Assess regional needs and develop and manage priority projects specific to workforce expansion and development.
10. Prepare reports and presentations for government officials, legislators, and other stakeholders. (i.e., annual report to legislature)
11. Develop and maintain a workforce investment database and public dashboard that tracks workforce investments across the state.
12. Assist with the design, implementation, and evaluation of workforce development programs.

State Workforce Development Board

1. Act as the state administrator for the State Workforce Development Board (SWDB) and the committees of the Board, which includes working with the chair of the board, assisting with the convening of the board, collaborating with board members, and ensuring board compliance with state and federal requirements.
2. In coordination with the Governor’s Office, ensure timely appointment of board members to vacant seats on the board.
3. Provide vision and direction for the board’s initiatives and programs.
4. Manage the board’s budget, ensuring fiscal responsibility and accountability.
5. Ensure compliance with federal and state regulations governing the state workforce system.
6. Maintain transparency and accountability in all board operations.
7. Serve as the public face of the board, representing its mission and initiatives to the media and the public.
8. Communicate with stakeholders to build support for board-led workforce development initiatives.
9. Prepare reports and presentations for board meetings, government officials, and stakeholders.
10. Ensure that the SWDB performs the functions required under the federal Workforce Innovation and Opportunity Act (WIOA), which includes development and implementation of the State’s WIOA State Plan, ensuring effective operation of the State’s One-Stop Job Center System, and aligning the efforts of the “core” partners under WIOA to achieve the priority functions under the American Job Center Network.