

CHIEF EXECUTIVE OFFICER

Organization: Workforce Solutions South Plains Board Administration

Date Posted: 10/31/24

Date Needed:

City: Lubbock

Country: United States

Primary Category: Non-Profit

Type of Position: Full-Time

Education Requirement: Graduation from an accredited college or university with major coursework in business, public administration, or other relevant fields is required. Master's degree highly preferred.

Experience Requirement: Minimum of eight (8) years of senior-level management and leadership experience (i.e., CEO, President, Executive Director, Deputy Director, Senior Vice President, or similar senior-level management position). Have a minimum of five (5) years of management experience in leading staff and programs in a complex environment with multiple stakeholders and funding streams. Experience in workforce development, government-directed business, or a relevant field is strongly preferred.

Description & Details

ORGANIZATION AND PURPOSE

Workforce Solutions South Plains (WSSP) is seeking a high-energy, motivated, and seasoned professional to oversee the organization's operations and lead the regional workforce system in creating innovative solutions to address the workforce and training needs of employers and job seekers.

Workforce Solutions South Plains is a nonprofit organization that connects people to jobs. Our mission is to build a premier workforce that meets business demand through investments that support economic growth. Our vision is to be the partner of choice for employers and individuals seeking a competitive edge. We value accountability, innovation, integrity, relevance, excellence, and partnering.

Workforce Solutions South Plains is governed by a 35-member Board of Directors as mandated by state and federal law and represents a public/private partnership. The Board's membership reflects the region's diverse constituencies: private business, economic development, education, labor, community-based organizations, and government. The Board of Directors serve as the leadership and governing body for the regional workforce system. The South Plains Workforce Development Area (WDA) covers 15 counties and includes: Bailey, Cochran, Crosby, Dickens, Floyd, Garza, Hale, Hockley, King, Lamb, Lubbock, Lynn, Motley, Terry, and Yoakum.

GENERAL DESCRIPTION

The CEO position is subject to the direction and supervision of the Board of Directors and provides leadership and executive management to the Board Administration, which has a professional staff of 15 and an annual budget of approximately \$40 million from multiple funding sources. The CEO works with the Board of Directors to establish a vision and plan for workforce development and promotes the vision and strategy throughout the region. The CEO builds collaborative and productive relationships with the business community, educational institutions, local workforce partners, community organizations, and local government in support of the Board's mission and goals. The CEO has broad authority to carry out the organization's day-to-day operations within established governance policies. Works with a high level of business and personal ethics and professionalism.

JOB RESPONSIBILITIES (This list should not be interpreted as all-inclusive)

Essential

- Organizes and directs an organizational structure and staff to carry out the organization's functions.
- Ensures that the operational components of the organization are coordinated, aligned, and supportive of each other to accomplish the mission and goals of the Board. Ensures that the organization operates effectively and efficiently.
- Guides the development of strategic and operational plans for WSSP.
- Develops and implements systems to evaluate the effectiveness and performance of workforce programs and service providers. Develops and implements improvement plans and strategies.
- Generates new ideas, creative solutions, initiatives, and strategies to keep the organization on the leading edge and ensure that needs of counties in the Workforce Solutions South Plains WDA are being met.
- Oversees the development, management, and submission of budgets, planning and contract documents, financial reports, performance targets, etc.
- Establishes and maintains effective workforce relations with Board members, elected officials, business leaders, education leaders and facilities, economic development organizations, community organizations, workforce partners, and key stakeholders. Ensures WSSP has a high level of positive visibility in the region. Serves as WSSP's chief ambassador, advocating and promoting the workforce system.
- Ensures that the Board and its committees have the information, education, and logistical support to perform their functions.
- Coordinates efforts to secure additional resources to support workforce initiatives and the mission and goals of the Board.

Other Job Responsibilities

- Provides leadership, guidance, and motivation in developing a highly effective and productive staff team.
- Educates the community and surrounding counties about the importance of Workforce Boards and WSSP.
- Ensures that policies, systems, and procedures are in place to ensure compliance with applicable federal, state, and local laws, rules, regulations, policies, and funders' contractual terms and conditions.
- Keeps up to date on current developments, trends, legislation, and issues that might impact the workforce system and keep the Board of Directors and Board staff informed.
- Anticipates business and operating environment changes and adjusts the organization's operations as necessary.
- Prepares and presents information, data, reports, briefing materials, etc., to keep the Board of Directors informed of the organization's performance, financial condition, activities, events, and accomplishments. Provides counsel and advice to the Board of Directors in relation to workforce and training.
- Has overall responsibility and accountability for the organization.
- Represents the Board and the organization at meetings, conferences, hearings, and other functions.
- Performs other related work as directed by the Board of Directors.

Desired Knowledge, Skills, and Abilities

- Ability to navigate and work effectively in a complex political and operational environment.
- Ability to lead a complex organization with a multi-million-dollar budget with multiple funding streams.
- Ability to design and implement innovative programs or solutions.
- Ability to build effective and productive partnerships and collaborations.

- Ability to work effectively with elected and other governmental officials.
- Knowledge and understanding of workforce systems and programs.
- Knowledge and understanding of applicable laws, rules and regulations.
- Ability to effectively organize, plan, and direct people and resources.
- Knowledge of and ability to apply management principles and practices.
- Knowledge of continuous improvement practices and processes.
- Excellent interpersonal and communication (oral and written) skills and public speaking ability.
- An innovative, collaborative, and entrepreneurial leadership style.
- Effective team building and management skills. Ability to select, develop, and motivate employees into a high-performance team.

Other

Must perform all job functions while maintaining high ethical, moral, and professional standards.

- Must be legally eligible for employment in the United States
- Must have a valid driver's license, proof of insurance, and access to reliable transportation. Travel includes regional, state, and occasionally national travel.
- Must establish residence in the South Plains Workforce Development Area within six (6) months of hire.
- Inc

How to Apply / Contact

To view the full job description and instructions on how to apply, visit www.workintexas.com. Interested individuals must submit a current resume and cover letter to rosa.hernandez@spworkforce.org. The position is open until filled. Applicants are encouraged to apply early. **Phone calls are not accepted.**

For more information on Workforce Solutions South Plains please visit our website at <http://workforcesouthplains.org/>

Workforce Solutions South Plains is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. Relay Texas: 711 (voice); 800-735-2989 (TDD); or Relay Texas Spanish 800-662-4954. A proud partner of the American Job Center Network.