

JOIN OUR TEAM

NOW HIRING

WORKFORCE DEVELOPMENT DIRECTOR

The Western Piedmont Council of Governments (WPCOG) is currently seeking energetic, self-motivated, and detail oriented candidates for the position of **Workforce Development Director**. The WPCOG is an innovative and forward-thinking organization dedicated to addressing issues for the region. Situated in the beautiful rolling hills and mountains of western North Carolina, ample opportunities for recreation, shopping and dining abound in the region, making the area an ideal place to call home. The region contains great natural resources from the slopes of Grandfather Mountain to five major lakes along the Catawba River. The region contains a population of about 365,000 in Alexander, Burke, Caldwell and Catawba counties and is less than an hour's drive from Charlotte.

THE ORGANIZATION

WPCOG is a regional governmental agency owned by the 28 local governments in the region and organized in 1968 to provide long-range planning, technical assistance and regional delivery of services. Our organization is one of 16 regional councils in North Carolina formed under NC General Statutes 160A 470-478. Local governments eligible for WPCOG membership include Alexander, Burke, Caldwell and Catawba Counties located in Western NC and the 24 cities and towns within those counties.

WPCOG is organized into seven departments including: Administration; Area Agency on Aging; Community and Economic Development; Community and Regional Planning; Finance; Regional Housing Authority; and Workforce Development.

WORKFORCE DEVELOPMENT DEPARTMENT

The WPCOG Workforce Development Department is staff to the WPCOG Development Board who is responsible for providing, planning, and implementation of employment, and training activities as required by Workforce Innovation and Opportunity Act (WIOA) for the local area, as well as providing oversight, coordination and guidance of the local NCWorks Career Centers. In addition to the workforce development director, the department consist of three staff members, the workforce program administrator, workforce program coordinator and the business services liaison. Workforce Board staff provide technical assistance and oversight of three career centers in the WPCOG region (Burke, Caldwell and Catawba counties). Oversight of the NCWorks Career Center also includes guidance and planning for the state and service provider professionals staff who work in the region's career centers, which established the integrated service delivery model for career and businesses services.

Additionally, the Workforce Development Department promotes and develops partnerships and linkages with workforce resource agencies and institutions to sustain coordinated approaches to developing workforce program design and delivery systems.

POSITION DESCRIPTION

The Workforce Development Director plans, supervises and participates in administrative and technical work for the workforce development program, the Workforce Innovation and Opportunity Act (WIOA). This includes WIOA Title I program administration, and oversight, coordination and marketing of the local area NCWorks Career Centers. These workforce programs and services include adult, dislocated worker, youth services and youth council programs involving multiple contractors and service providers. The director serves as the primary staff to a regional board, develops policy recommendations, long range plans, budgets, agendas and meeting logistics. The ideal candidate will possess the following attributes:

- Positive leadership
- Independent judgment and initiative
- Visionary
- Familiar with workforce development
- Well rounded communication skills (verbal, written and digital)
- High level organizational skills for the role of the director and the board

Graduation from an accredited four year college or university preferable with a major in public or business administration or related field and some professional experience in public sector employment and training programs and some supervisory and administrative experience; or equivalent combination of education and experience.





SALARY & BENEFITS

The hiring range for this position is **\$80,617 to \$100,771** depending on qualifications and experience. New hires are eligible for up to a 5% increase with the successful completion of probationary period.

- WPCOG is a member of the North Carolina Local Governmental Employees' Retirement System. This entitles vested employees with at least five years of employment to a defined benefit at the time of retirement. Members contribute 6% of gross compensation each month. This is a before-tax deduction. Western Piedmont Council of Governments contributes an actuarially determined percentage of the gross payroll of members each month.
- The Western Piedmont Council of Governments will contribute 4.2% of each employee's salary and match 4%, for a possible total of 8.2%, to either the NC 401k or the NC 457.
- WPCOG pays 100% of an employee's health and vision coverage. The current plan is a high deductible health plan with a Health Savings Account (HSA). Contributions to the HSA are made pre-tax through payroll deduction.
- WPCOG pays 100% of the following premiums:
 - » Life Insurance - \$100,000
 - » Accidental Death & Dismemberment
 - » Dental Insurance - Employee and Family
 - » Short-Term and Long-Term Disability
- WPCOG provides for the following payroll deduction and retirement options:
 - » NC 457 Plan
 - » NC 401(k) Plan
 - » Voluntary additional life insurance
- WPCOG provides for the following paid leave options:
 - » 12 Paid Holidays Per Year
 - » Annual Leave earned on a sliding scale based on years of service (credit for previous government service upon approval)
 - » 12 Sick Leave Days Per Year
 - » Longevity Pay

APPLICATION PROCESS

This position is open until filled.

Please submit a cover letter, resume, references, and WPCOG application to Director of Administrative Services and Human Resources, Ashley Bolick, at WPCOG, P.O. Box 9026, Hickory, NC 28603. Emailing application materials is acceptable, ashley.bolick@wpcog.org. Questions should be directed to Ashley at (828) 485-4221. Final candidates will be subject to an interview process. The WPCOG is an Equal Opportunity Employer.



**Western Piedmont
Council of Governments**

Creative Regional Solutions Since 1968