



**CITY OF OAKLAND**  
invites applications for the position of:  
**Executive Director - Workforce Development  
Board (Project Manager III)**

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**SALARY:** \$12,054.57 - \$14,799.51 Monthly  
\$144,654.84 - \$177,594.12 Annually

**OPENING DATE:** 05/17/16

**CLOSING DATE:** 06/10/16 11:59 PM

**THE POSITION:**

The City of Oakland is seeking a dynamic and accomplished leader with a passion for workforce development and training to step into an exempt position of Executive Director - Workforce Development Board (Project Manager III) within the Economic & Workforce Development Department.

The Executive Director plans, organizes, and directs the activities of the Workforce Development Board (WDB) and serves as the Mayor's liaison to the WDB. Under administrative direction within the Economic & Workforce Development Department, the Executive Director is responsible for developing innovative workforce strategies that help businesses, individuals and industries achieve and sustain economic vitality in the Oakland community; developing and maintaining relationships with federal, state and local funding sources for employment and training programs; overseeing the system administration function the City provides under the Workforce Innovation and Opportunity Act (WIOA) including budgeting, contracting with service providers, and monitoring performance; assigning, reviewing, and supervising staff; and performing related duties as assigned.

**This position is an at-will position, exempt from the provisions of the City of Oakland Civil Service Rules.**

**\*The job specification is pending approval by the Civil Service Board.**

**EXAMPLES OF DUTIES:**

*General duties of a Project Manager III may include, but are not limited to the following:*

- Plan, organize, manage, participate in and direct the work of projects including the development, successful implementation, and quality control aspects of each project.
- Prepare long-range plans in coordination with City agencies/departments, other divisions and other public agencies.
- Develop policies and procedures for establishing costs, schedule controls and coordinating activities.
- Negotiate and administer contracts with project participants and service providers.
- Resolve conflicts in a timely manner satisfying the client's needs, and keeping within budgetary constraints and an established schedule.
- Analyze proposed and current project management regulations and develop recommendations for implementation compliance.
- Prepare or review staff reports and resolutions for the City Administrator, City Council, Boards, or Commissions; work closely with the Council, public and private groups, professional groups and citizens to explain or coordinate plans for proposed projects and to solicit their support.
- Direct the preparation and administration of project budgets.
- Prepare cost forecasts, variances and critical paths including project closeout procedures.

- Maintain master schedule and inform management of potential conflicts.
- Manage, assign, supervise and evaluate assigned staff; provide training and staff development.

**In addition to the duties listed above, the incumbent serving as the Executive Director to the Workforce Development Board may:**

- Provide highly responsible and complex executive level direction to the execution of the mission of the WDB; oversees WIOA allocations and sets broad priorities to help ensure that workforce initiatives successfully fulfill the Mayor's vision of a strong workforce development system with a focus on job quality and skilled applicants.
- Develop and implement policies, programs, and activities consistent with WIOA; ensure compliance of all related activities.
- Develop and facilitate the functioning of community partnerships to advance the WDB's goals.
- Negotiate strategic partnerships and alliances; build and manage relationships with key stakeholders related to workforce development including business and local organizations, employer trade associations, organized labor, economic development organizations, local and state government, and other organizations to promote awareness and increases local involvement in workforce development.
- Develop and deliver routine reporting and evaluation tools to demonstrate progress towards and impact/efficacy of WDB goals, with not only Administration officials, but also Council Members and external stakeholders.
- Research, advocate for, and leverage additional funding sources for workforce development, through government grants and enhanced relationships with philanthropy.
- Support economic development programs and projects that create more opportunities for local hiring.
- Serve as a member of the senior management team of the Economic & Workforce Development Department.

**MINIMUM REQUIREMENTS FOR APPLICATION:**

*The following qualifications are guidelines, as the appointing authority has broad discretion in filling positions in this classification.*

**Education:**

A Bachelor's degree from an accredited college or university in public or business administration or other relevant degree for particular project assignment. A Master's degree is desirable.

**Experience:**

Five (5) years of management experience with responsibility for employment, training, economic or workforce development programs, including at least two years of supervisory experience.

**KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

- Principles and practices of project management; principles and practices of management and supervision.
- Contract negotiation and administration; conflict resolution techniques.
- Principles of budget development and monitoring including development of control measures to remain within budget.

**Ability to:**

- Prepare and administer departmental budgets.
- Negotiate and administer a variety of contracts.
- Develop and maintain positive relationships with community leaders, organizations, businesses and staff.
- Plan, organize, direct and coordinate a variety of functional specialties with overlapping work areas.
- Supervise and direct subordinate professional and support staff.
- Interpret and enforce administrative/operational policies, practices and procedures.
- Analyze complex technical and administrative information and telecommunications systems problems, evaluate alternative solutions and recommend or adopt effective courses of action.

**In addition to the knowledge, skills, & abilities listed above, the incumbent serving as the Executive Director to the Workforce Development Board will also require the:**

Knowledge of:

- The Workforce Innovation and Opportunity Act, and other Department of Labor funded programs.
- Workforce development principles, practices, models, and techniques for assessment and program/system development
- Research methodologies and data analysis/evaluation techniques to develop reports in narrative and statistical form, preparation of proposals and grants, and creation of executive level presentations.
- Federal and state laws, rules and regulations as they pertain to workforce activities with other community or government partners.
- Public and private workforce development and training organizations that can provide technical assistance, funding and other partnership opportunities.
- Meeting requirements such as Brown Act, Roberts Rules of Order and others.
- Staffing Boards of Directors and their committees.

Ability to:

- Lead organizational and systems-wide strategic planning and goal setting, prioritize activities, innovate systems, manage change and measure results of an organization.
- Share Workforce Development Board's vision and position the organization to move into the future, generating and soliciting new and innovative approaches.
- Communicate effectively orally and in writing; make presentations to both large and small groups; prepare thorough written documents.
- Develop and implement goals, objectives, policies, procedures, work standards and internal controls.
- Cultivate and promote collaborative substantive and positive relationships with external partners who have a key interest in the workforce of the future.

### **LICENSE OR CERTIFICATE / OTHER REQUIREMENTS**

Successful incumbents in this position are expected to operate automotive vehicles in the performance of assigned duties. Due to the nature of the assignment and the hours worked, public transportation may not be a cost effective or efficient method for traveling to the various locations required. Individuals who are appointed to this position will be required to maintain a valid California Driver's License throughout the tenure of employment OR demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties..

### **SUPPLEMENTAL INFORMATION:**

#### **How to Apply**

Apply prior to the closing time of the job announcement and allow at least an hour to submit your application if you are a new user on the system. **APPLICATIONS AND RESUMES ARE ACCEPTED ONLINE ONLY.** You may apply and view current openings by visiting our employment opportunities webpage at:

<http://agency.governmentjobs.com/oaklandca/default.cfm>

If you do not have access to a computer, there are computer stations available at any City of Oakland Public Library. There are also work stations at the Human Resources Management Department, 150 Frank H. Ogawa Plaza, 2nd Floor, Oakland, CA 94612. Work stations are available during regular business hours (normally 9:00 a.m. to 5:00 p.m.).

Our on-line application system is provided by NeoGov. If you have problems while applying online, please contact the Help Desk at (877) 204-4442.

You may also call the City of Oakland Human Resources Management Department at (510) 238-3112 for information.

### **The City of Oakland is an EEO/ADA Employer.**

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#### ADVISORIES

**Immigration and Reform Control Act:** In compliance with the Immigration and Reform Control Act of 1986 the City of Oakland will only hire individuals who are legally authorized to work in the United States.

**Exam Access Accommodation:** In compliance with local, state and federal laws and regulations, the City of Oakland will employ and promote qualified individuals without regard to disability. The City is committed to making reasonable accommodations in the examination process and in the work environment. Individuals requesting reasonable accommodations in the examination process must do so no later than five working days after the final filing date for receipt of applications, otherwise it may not be possible to arrange accommodations for the selection process. Such requests should be addressed to the Department of Human Resources Management, 150 Frank H. Ogawa Plaza, 2nd Floor, Oakland, CA 94612-2019 or call (510) 238-3112 or TDD (510) 238-3254.

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<http://www2.oaklandnet.com/Government/o/HumanResources/index.htm>

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Position #16-EM212-05  
EXECUTIVE DIRECTOR - WORKFORCE  
DEVELOPMENT BOARD (PROJECT MANAGER  
III)  
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