



Deputy Director, Workforce Development

The purpose of this position is to serve as the Deputy Director of Workforce Development and the Chief Financial Officer of the Cuyahoga County Workforce Development Board (WDB), also known as Ohio Means Jobs Cleveland / Cuyahoga County (OMJ/CCC).

As the most senior County appointed leader of Workforce Development, the Deputy Director is the County's workforce expert, strategist and implementation leader, fiscal agent, and primary liaison between the County Executive, Workforce Development Board, Director of Development, City of Cleveland, and the Executive Director of Workforce Development (the CEO of OMJ/CCC). This role will work to ensure alignment between the strategies and implementation of the OMJ/CCC office and other County supported and led workforce and economic development strategies, and will work collaboratively with the parties above and community stakeholders to maximize the impact of the County's role in workforce through OMJ/CCC activities. This role advises the County Executive, Workforce Development Board, Director of Development, and Executive Director on all financial and operational matters of the office.

Within the OMJ/CCC structure, this role leads the financial management of the OMJ/CCC office and its programs, including directing the use of financial assets to implement the Mission and Vision of the OMJ/CCC office; understanding the needs of job seekers and employers and identifying, improving and implementing approaches for financial resources to be used to meet their needs; understanding all WOIA guidelines and implementing the work for maximum legal reimbursement and access to funding; directing the financial and business planning of the department; and working in partnership with the Executive Director to lead and fulfill the mission and vision of the OMJ/CCC office. The Deputy Director will assist the Executive Director in developing strategic plans, goals and objectives and assist in budget preparation and the use of resources. Whenever the Executive Director position is vacant, the Deputy Director will serve as the Acting Executive Director with full strategic and operational leadership accountability

Requirements: Bachelor's degree in business administration or related field with nine years of fiscal or budget administration experience, including five years in a supervisory capacity; or any equivalent combination of training and experience. Experience in workforce development program design and administration preferred.

Responsibilities:

- Directs and is accountable for the financial management of the OMJ/CCC funding from all its sources and for its use to accomplish the vision, mission, and objectives of the OMJ/CCC office. Ensures funds are secured and required financial compliance is followed such that maximum funds are available for the mission and objectives of the office.
- Serves as expert in WIOA administration and other available funding programs (if applicable.) Understands constraints, opportunities, and areas for continued funding gains which meet the needs of Cleveland and Cuyahoga County job seekers and employers. Works together with the Executive Director to manage and improve policies which enable the needs of job seekers and employers to be met through the use of and administration of WIOA funds. Works with the Executive Director and the State of Ohio leaders of WIOA administration to identify and secure incremental funding opportunities for regional workforce needs.
- Leads communication and integration with the County on all workforce development activities. Works with the County team to clearly communicate top priorities of the OMJ/CCC office, areas for strong alignment with County strategies, and areas where work to align are needed. Advises County personnel and works with the Executive Director to identify when further discussions between Executives at the County and City level are needed to best meet the needs of residents and employers in Cuyahoga County. Work with the WDB and the Executive Director to align the work of the OMJ/CCC office to that of the County.

- Directs financial and business planning for the work of the OMJ/CCC office. Oversees accounting, bookkeeping and various systems and activities. Provides financial expertise to Executive Director, staff and Workforce Development Board. Forecasts future accounting needs and provides timely and accurate analysis of budgets, financial reports and financial trends. Ensures fiscal and programmatic compliance with federal grant and other funding sources. Coordinates all local, state and federal audits on behalf of the Department. Collaborates with the Executive Director to support analysis of alternative legal structures for OMJ/CCC, with the City of Cleveland, Cuyahoga County, and Workforce Development Board, and potentially implementation of a change process to transform OMJ/CCC's legal structure.
- Works with the Executive Director to lead the effective use of financial resources to contract with service providers and fulfill objectives of the office. Oversees contract drafting and reviews contracts and other agreements. Works with the legal team to assure that all contracts and agreements are appropriately formed and modified to achieve the goals of the partnerships in the contracts, and in accordance with federal, state and local policy/procedures. Directs fiscal and programmatic monitoring of Department subrecipients and training contractors. Approves training agreements (Individual Training Accounts) and supportive service requests.
- Works together with the Executive Director and County staff to hold contractors accountable for customer satisfaction, high service quality, delivery of results and alignment with the values of the office (listed below). Ensures contracts are written and administered in such a way as to enable holding or delay of financial payment if contractors are not performing in such a way as to deliver the values, customer satisfaction, high quality service, or results that are needed to fulfill the vision, mission and goals of the office.
- Considers how the financial activities of the OMJ/CCC office can contribute to advancing racial equity and other types of equity (gender, sexual orientation, etc). Builds and implements new policies and protocol, in partnership with the County and in alignment with County procedures, which leverage the financial activity of the office to increase equity (e.g. procurement of diverse vendors for contract opportunities, etc.)
- Assists the Executive Director in defining goals and objectives; develops department policies and procedures; designs and schedules programs. Advises and assists Executive Director on matters of administration, budgetary problems or other specialized phases concerning policy and advises in carrying out policies and procedures.
- Leads, inspires, and supervises assigned department personnel; assigns and reviews work; evaluates performance; responds to employee problems; maintains work standards; provides instruction and training; recommends selection, transfer, promotion, or discipline of employees; evaluates performance; reviews and approves promotions, dismissals, requests for leave, and any other desired change of status within legal guidelines of the hiring authority.
- Whenever the Executive Director position is vacant, serves as Acting Executive Director with full strategic and operational leadership and accountability. In this capacity, directs support for the Workforce Development Board, strategic planning, and maintenance of excellent working relationships with senior City of Cleveland leaders, other workforce system funders and service providers, and State of Ohio workforce leaders and staff.
- Manages special projects and keeps Executive Director apprised of project progress and conclusion. Represents Executive Director in meetings with other departments or with public, attends other meetings and makes speeches before interested organizations; prepares reports and financial statements.
- While not an explicit duty, it is required that the Deputy Director implement her/his role in alignment with and in demonstration of the core values which have been built for the OMJ/CCC office and all internal and external partners: putting customers first; being fair, equitable and inclusive; leading with compassion; flexible and adaptable; accountable to customers; and never settling on job quality of career progression for individuals.

Interested applicants please apply at: www.cuyahogacounty.us/human-resources