



# NAVAJO COUNTY

## JOB DESCRIPTION

**TITLE:** WIA Executive Director

**FLSA:** E

**SERVICE:** Unclassified

**REVISED:** 6/1/05

**Summary:** Under general direction, performs professional and supervisory work of considerable difficulty in directing the Workforce Investment Act programs and staff for the County; performs related work as assigned.

**Essential Job Functions:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Guides, supervises and schedules staff; prioritizes and assigns cases and projects; develops staff skills and conducts performance evaluations; identifies training needs and provides training for staff.
- Provides coaching, counseling and guidance on professional responsibilities and technical skills.
- Reviews, monitors and authorizes eligibility cases; reviews and critiques progress notes and performance outcome measures; reviews and assures the accuracy of unit's assigned cases, records, and other documents; compiles, interprets and synthesizes data for summary reports.
- Reviews and analyzes case files and data to determine if appropriate services were provided under local, state and federal criteria; requests required documents; verifies and validates data and documentation; evaluates potential for fraudulent situations and recommends solutions.
- Compiles, communicates and distributes new and clarifying regulatory and procedural information to staff, and assures understanding of changes and integration of new procedures.
- Plans and manages resource allocations, grants and budgets; assures efficient operations and sound fiscal practices through effective planning, staff management, and resource allocation; manages the collection, analysis and reporting of operational and financial data; analyzes and authorizes funding and expenditures and researches new funding opportunities.
- Assures that necessary case records and documents are processed and updated within specific time limits established by regulation and local policy; assesses client compliance to rules and regulations, and approves sanctions as required.

### Knowledge and Skills:

- Knowledge of laws, rules and regulations governing eligibility and determination for diverse public assistance programs and related case administration techniques.
- Knowledge of interviewing, information gathering, and employment counseling techniques.
- Knowledge of local employment and social services resources.
- Knowledge of principles and practices of supervision.
- Skill in assessing and evaluating employment problems, providing advocacy services, and making recommendations based on observations and interviews.
- Skill in effectively communicating verbally and in writing.
- Skill in establishing and maintaining effective working relationships with employees, other agencies and the public.
- Skill in planning, organizing and directing the work of others.

### Minimum Qualifications:

Bachelor's Degree in accounting, business administration or related field; AND seven years experience; AND valid driver's license.