



## Job Description

Job title:	Director, Workforce and Industry Development
Department:	Economic Development
Reports to:	Vice President, Economic Development
<b>Summary</b>	
<p>The Director of Workforce Development will be an integral part of the economic development team working to support existing businesses and build collaborative partnerships with area partners to develop and advance workforce initiatives that strengthen the talent supply in the New Braunfels region.</p> <p><u>About the Chamber</u> We are a membership organization that represents more than 1,600 local businesses. We partner with the public sector to administer tourism marketing and job growth for the community. We work to strengthen the local economy, advocate for our members and the community, advance community excellence, and deliver value to our members.</p>	
<b>Roles and responsibilities</b>	
<p><u>Essential job functions:</u></p> <ul style="list-style-type: none"><li>• Develop and build collaborative relationships with education partners, business and industry representatives, and workforce training providers.</li><li>• Be well versed labor market information, talent demand, and skills requirements. Translate data into meaningful information to create workforce development strategies</li><li>• Continuously enhance existing programs and develop new solutions that address workforce issues.</li><li>• Manage the schedule of business retention &amp; expansion visits with area employers to effectively identify expansion opportunities and troubleshoot other issues</li><li>• Meet with area industry business executives and managers to assess their current operating levels, needs, and plans for expansion.</li><li>• Provide access to resources and feedback to area partners to assist in maintaining a positive business climate.</li><li>• Provide opportunities for business and industry to assist with the development of training programs to include apprenticeships, internships, job shadowing and work-based learning.</li><li>• Be a resource of additional funding opportunities to support workforce solutions and programming.</li></ul> <p><u>Additional responsibilities</u></p> <ul style="list-style-type: none"><li>• Represent New Braunfels in area, regional and state organizations</li><li>• Provide public presentations to various organizations, professional and civic groups</li><li>• Participate and interface with partner boards, committees, and other groups</li></ul>	

## Qualifications and skills

### Minimum qualifications

- Experience working in and with industry; good working knowledge of the region's high demand industries especially as it relates to the workforce needs of employers
- Bachelor's Degree in Business Administration, Political Science, Public Administration, Economic Development, Planning, or related field required
- Any combination of education and experience may be considered as a substitute for a degree or years of experience
- A valid driver's license

### Additional desired qualifications and skills

- 5 years of leadership experience in equivalent field of operations

### Knowledge, skills, and attributes

- Established leadership skills including the ability to manage stakeholder groups; ability to work collaboratively with the Chamber team as well as multiple partners, including employers, education and government entities, policy decision makers, and other key stakeholders
- Excellent communication skills – keen appreciation for follow up, follow through, and attention to detail, ability to communicate in writing clearly and concisely
- Ability to work independently and without supervision
- MS Office (PowerPoint, Excel, Word, Outlook). CRM experience preferred.

## Working conditions and physical demands

- Prolonged periods of sitting at a desk and working on a computer
- Repetitive motions, including but not limited to typing or writing
- Listening/hearing and receiving detailed information through oral communication, including over the telephone
- Seeing details of objects and print, to include fine print and to include both electronic and hard copy text
- Must be able to lift and carry up to 40 pounds

I acknowledge that I have received, read, and understand this Job Description. I agree to perform to the best of my abilities the functions and duties described herein, with or without reasonable accommodation. I understand that this Job Description does not constitute an employment contract or alter my "at-will" employment status. I further understand that the duties and responsibilities described in this Job Description are subject to change or modification, as determined by management, and that I am responsible for performing any job duties, or other tasks, and responsibilities that may be assigned, and/or directed by management.

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Employee name

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Date

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Signature