



# DEPARTMENT OF HUMAN RESOURCES

## EMPLOYMENT OPPORTUNITY NOTICE

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### Saratoga County Department of Workforce Development

- Job Title:** Executive Director of Saratoga/Warren/Washington Counties Workforce Development Board (SWWWDB)
- Salary Range:** \$101,962 - \$131,056\* Management Grade 18  
(\*Based on years of service employed with Saratoga County)
- Work Location:** 333 Glen Street, Glens Falls, NY 12801
- Classification:** Pending Classification **(No exam currently required)**
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#### Job Description

The Saratoga, Warren, Washington (SWW) Workforce Development Board (WDB) actively seeks a strategic and innovative leader to develop, implement and execute comprehensive workforce solutions across the SWW and Capital Region, specifically in conjunction with Saratoga, Warren and Washington counties. This includes development and implementation of Workforce Innovation Opportunity Act (WIOA) policies and directives, as well as the day-to-day program activities and oversight. The work involves considerable contact with public officials and daily supervision of system staff in a matrixed reporting structure, to ensure effective delivery of all WIOA-related Employment and Training program operations and services undertaken by the WDB and their 3 sponsored Career Centers. Duties also include coordinating a variety of Federal, State and locally funded programs to maximize program success and efficiency. The Executive Director will report to the Chairperson of the SWW WDB, and has wide leeway allowed for exercise of independent judgment in carrying out program objectives and established procedures under WIOA.

#### Minimum Qualifications

- A. Possession of a Bachelor's Degree in Business Administration, Public Administration, Human Resource Management, Industrial and Labor Relations or closely related field, and five (5) years professional experience inclusive of workforce development, economic development, higher education, career and technical education, organizational development, training, and WIOA, three (3) years of which management operations and supervisory experience was required.

**NOTE:** Any equivalent combination of training and experience will be evaluated and qualified on a case-by-case basis.

*(Degree must have been awarded by a college or university by a regional, national, or specialized agency recognized as an accrediting agency by the US Department of Education/US Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.)*



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### **Typical Work Activities: (Illustrative Only)**

#### **Skills & Abilities**

- Strategic visionary with keen technical, operational, analytical and problem-solving skills, which support and enable sound decision making.
- Excellent coalition building skills with an ability to communicate and work effectively with a variety of internal and external stakeholders.
- Knowledge, application and management of federal and state workforce development grants, programs and policy, including WIOA, and related human service agencies.
- Experience in planning, fiscal management, policy development and implementation.
- Demonstrated leadership and organizational skills.

#### **Board Support**

- Provide leadership and serve as primary staff member for the WDB, its Executive Committee, and all standing and ad hoc committees.
- Ensures compliance with WIOA.
- Develop and maintain strong community relationships, and make recommendations for new WDB appointments, as appropriate. Actively recruit new members.
- Prepare, interpret and analyze a wide variety of reports and records.
- Oversight of special project planning, execution, and reporting.

#### **Policy and System Building**

- Interpret and carry out WIOA workforce legislation for the WDB.
- Coordinate the development and implementation of the WDB's strategic plans and provide strategic leadership on workforce development initiatives and issues.
- Implement policy and program development directives of the WDB and ensure maintenance of them.
- Promote and negotiate strategic partnerships to increase the coordination of local investments in workforce development.
- Proactively seek, secure and/or partner on potential new grants and streams of funding to support our local markets.
- Provide direct oversight for fiscal and program administration.
- Establish a regular meeting cadence with our WIOA One Stop Operator, to convene system partners to collaborate and build support for serving businesses/job seekers with each SWW system Career Center.

#### **External Relations**

- Build and manage relationships with key stakeholders related to workforce development within the SWW region, including Economic Development Agencies, Educational Institutions, Community-Based Organizations, Private (small and large businesses) and Non-Profit Organizations, and other appropriate organizations/individuals.
- Facilitate proactive communication and interaction between multiple organizations throughout the region to assist in the economic growth of the region.

#### **Administration and Compliance**



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- Ensure compliance with WIOA, through the New York State Department of Labor (NYSDOL).
- Direct, manage, and supervise the preparation of budgets and allocations, reviews expenditure periodically, and makes program recommendations for WDB utilization of WIOA funds.
- Oversight of the SWW WDB website, media and marketing.
- Performs related work as necessary.

### Additional Information

- Excellent benefits, NYS Retirement and Compensation Plan

### To Apply (via Link Provided)

- Qualified candidates may alternatively submit a Saratoga County NY application and resume, by mail or in person to: Personnel Officer – Civil Service Division, 40 McMaster Street, Ballston Spa, NY 12020.
- Resume may not be substituted for application.
- Further, **both a detailed Resume and Cover Letter will be** required to accompany the application.
- Fax submissions will not be accepted

**Applications will continue to be accepted through April 5, 2026**

*If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Office. Saratoga County is an equal opportunity employer.*

*We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.*