



**Role:** Director

**Organization:** Office of Workforce and Career Development (OWCD)

### **POSITION OVERVIEW:**

The **Director of the Office of Workforce and Career Development (OWCD)** is responsible for developing, implementing, and overseeing workforce programs and partnerships that support economic growth and employment opportunities. Reporting to the Department Head of Economic Development, the Director will lead county-wide workforce development initiatives, ensuring alignment with state and federal workforce policies, industry needs, and economic development objectives.

This position requires a **strategic, innovative, and collaborative leader** with a deep understanding of workforce development programs, labor market trends, and employer engagement. The Director will oversee workforce services, foster strong public-private partnerships, and ensure that programs support both job seekers and businesses in developing a skilled workforce.

### **RESPONSIBILITIES:**

#### **Strategic Workforce Development & Program Leadership**

- **Develop and execute** a comprehensive workforce strategy that aligns with Middlesex County's economic development vision and labor market demands.
- **Oversee federally and state-funded workforce programs**, ensuring compliance with the Workforce Innovation and Opportunity Act (WIOA), WorkFirst NJ (WFNJ), and other workforce regulations.
- **Lead efforts to expand workforce services**, including training programs, apprenticeships, job placement initiatives, and career pathways for diverse populations.
- **Strengthen career and technical education (CTE) partnerships** to create clear pathways for students and adult learners.

#### **Employer & Industry Engagement**

- **Engage with employers** to assess workforce needs and create solutions through training, work-based learning, apprenticeships, and hiring programs.
- **Develop and manage industry sector partnerships**, focusing on healthcare, technology, food innovation, logistics, and advanced manufacturing.
- **Build relationships** with businesses, economic development organizations, and chambers of commerce to align workforce initiatives with industry trends.
- Promote and support businesses in utilizing workforce resources, including hiring incentives, tax credits, and customized training programs.

#### **Community & Educational Partnerships**

- **Foster relationships** with educational institutions, training providers, and community organizations to enhance workforce development efforts.
- **Coordinate efforts** with One-Stop Career Centers, higher education institutions, and local workforce agencies to expand services for job seekers.
- **Develop strategies** to increase workforce accessibility for underrepresented populations, including individuals with disabilities, dislocated workers, and youth.



#### **Policy, Compliance & Fiscal Management**

- **Ensure all workforce programs meet local, state, and federal requirements**, including reporting, grant compliance, and fiscal oversight.
- **Develop and monitor budgets, grant funding, and financial reports**, optimizing funding sources to expand workforce services.
- **Lead data-driven decision-making** by analyzing labor market trends, program performance metrics, and regional workforce needs.
- **Work closely with the NJ Department of Labor (NJDOLE) and federal agencies** to align local policies with broader workforce development goals.

#### **Organizational Leadership & Team Development**

- **Lead and manage staff members**, ensuring professional development, performance management, and a collaborative work culture.
- **Oversee One-Stop Career Center operations**, ensuring customer-centered service delivery for job seekers and businesses.
- **Drive continuous improvement** by implementing innovative solutions to enhance workforce program effectiveness.

#### **KNOWLEDGE/SKILLS/ ABILITIES:**

- **Proven ability** in supervising, leading teams, and driving staff development initiatives.
- **Knowledge of** workforce development programs, services, and techniques.
- **Understanding of** career and technical education, employment trends, and transitional workforce issues.
- **Experience** creating talent pipelines and managing talent acquisition strategies.
- **Highly developed interpersonal communication skills**, including negotiation, relationship building, and taking initiative.
- **Ability to work both collaboratively** in a small team and independently on complex tasks.
- **Strong written communication skills**, including drafting letters, emails, reports, and other professional materials with clarity and precision.
- **Exceptional organizational and multitasking skills**, with the ability to prioritize competing priorities.
- **Commitment to working with diverse populations** and fostering inclusion in workforce development programs.

#### **QUALIFICATIONS & EXPERIENCE:**

##### **Required:**

- **Bachelor's degree** in workforce development, public administration, business, economics, education, or a related field.
- **5+ years of experience** in workforce development, economic development, or public policy leadership.
- Knowledge of WIOA, WorkFirst NJ, and state/federal workforce regulations.
- Demonstrated experience in building industry partnerships, employer engagement, and talent pipeline development.
- Experience in budget management, grant administration, and compliance oversight.
- Strong leadership skills with the ability to manage teams, facilitate collaboration, and drive strategic initiatives.

##### **Preferred:**

- Master's degree in a relevant field.
- Experience working in government, public workforce agencies, or non-profit workforce organizations.
- Knowledge of labor market data tools, economic forecasting, and performance management systems.
- Experience implementing digital workforce solutions to expand access to training and employment services.



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[www.middlesexcountynj.gov/government/careers](http://www.middlesexcountynj.gov/government/careers)

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