CareerSource Pinellas

Essential Functions/Experience/Education/Skills Requirements

Chief Executive Officer

Summary

Reporting directly to the Board of Directors, the CEO is responsible for leading the agency with the highest degree of integrity, both strategically and operationally. Responsibilities include: 1) the development, administration and operation of CareerSource programming in compliance with federal, state, and local laws, internal policies and strategic plans and with the highest standards of integrity; 2) maintaining a system of internal controls to safeguard the integrity and financial viability of the agency; 3) working with agency and community leaders to develop key success criteria; and 4) monitoring and reporting on program success and financial stewardship.

Essential Functions:

- Provides strong leadership to the board of directors and works with the board to fulfill the agency's mission; communicates regularly with the Board by providing all information necessary for the Board to function properly and to make informed decisions
- Leads the development of a strategic plan that fosters stakeholder relationships on city, state, and national levels, as well as assisting in the development and negotiation of contracts
- Creates and maintains internal control systems for monitoring and measuring program success and financial stability of the agency
- Manages the annual operating budget, working with leaders to ensure programmatic success and compliance with all contractual and program requirements
- Develops and maintains systems of internal controls to safeguard financial assets of the organization and oversee government and private awards and programs. Oversees the coordination and activities of independent auditors ensuring all audit issues are resolved, and all compliance requirements are met
- Develops a senior leadership team that carries out the agency's mission with a high degree of success and integrity
- Coordinates with local, state and federal workforce agencies, local municipalities, community development agencies, businesses and other groups to identify workforce development projects to enhance and increase economic development in Pinellas County
- Confers with governmental officials to effect changes in local and state policies or ordinances to encourage effective job development, incentives and partnerships
- Ensures preparation and required approvals of annual budgets and operational plans
- Coordinates activities such as research, analysis, and evaluation of technical information to determine feasibility and economic impact of proposed job expansions and development
- Identifies and applies for appropriate State, Federal public/private funding for economic and workforce development projects
- Facilitates cooperation between local service agencies, educators and businesses to promote workforce programs and economic development for mutual benefit

Education/Experience Requirements – an equivalent combination of education and experience may be substituted for specific requirements

- Bachelor's Degree in business, public administration or other related field
- Master's degree preferred
- Ten years of senior leadership experience in nonprofit setting with proven success in developing and mentoring a strong leadership team
- Five years' experience in workforce development and economic opportunity programming experience preferred
- Five years' experience financial management, including in-depth knowledge of funding sources, grant management and compliance requirements related to a variety of funding sources
- Proven success using influencing, relationship-building and effective partnering, to position an agency to serve as a creative, forward-thinking organization with the highest ethical standards
- Demonstrated building strategic alliances with government agencies, community organizations and business leaders
- Demonstrated skills for coaching and building a successful leadership team in a nonprofit setting
- Demonstrated experience leading in an ethical and transparent environment