Title: Division Administrator, Labor market and Workforce Information Division

Opening Date: May 19, 2008

Closing Date: May 27, 2008

Salary Range: $69,763 - $99,320

Job Description:

This is an AT-WILL position under the immediate supervision of the Director of Iowa Workforce Development. The Division Administrator of the Labor Market and Workforce Information Division directs and coordinates multiple programs and projects that focus on the collection and analysis of labor marketing information, the dissemination and use of that information to support state and federal data systems, business development, workforce development, and economic development. This position serves as the Labor Market Information Director for the State of Iowa.

The Division Administrator directs staff within the units that are responsible for implementing and operating multiple state and federal programs and initiatives that generate, analyze and utilize labor market information. The Division Administrator will direct the Research and Performance Planning Unit, Workforce Data and Business Development Unit, and the Data Dissemination Unit.

The position makes presentations to various boards, organizations, and businesses and represents the Department at the state and national level, participating in conferences, seminars and similar functions. Analyzes data and trends to determine and develop essential information and methodologies to address current and emerging workforce and economic development issues. Develops and implements appropriate outreach and marketing/promotion initiatives and identifies the need for customized services to specific constituencies.

To learn more about Iowa Workforce Development, go to: www.iowaworkforce.org.

Department of Personnel Requirements:

Graduation from an accredited four year college or university and experience equal to six years of full-time progressively responsible management oriented work in a recognized administrative support area, e.g., finance, personnel, engineering, law, regulation, human resource management, data processing, program research or evaluation. For other ways to qualify with education/experience, please review the web site information.

Applicant must possess in-depth knowledge and expertise in statistical analysis requiring the evaluation and interpretation of economic information; and extensive experience using statistical and econometric techniques.

Applicant must possess proven management skills to ensure operational coordination of staff activities and resources, problem solving, training and technical needs, and leadership.
Applicant must possess proven communication skills to facilitate federal, state and local communications, presentations, meetings, web development, and other means of messaging.

The posting, complete job description and ways to qualify for the position can be viewed at the following link: http://das.hre.iowa.gov/iowa.jobs.html; select “Search Opening”; Keyword: Public Service Executive 4.

In order to be considered for this position you must send a cover letter and resume to:

Iowa Workforce Development
Attn: Lisa Castillo
1000 East Grand
Des Moines, IA 50319
Or email to: Lisa.Castillo@iwd.iowa.gov
Or Fax to: 515-281-4698