



Man-Tra-Con Corporation is seeking candidates to fill the following position:

JOB TITLE: Chief Executive Officer (KL-081522-01)

LOCATION: 3117 Civic Circle Boulevard, Suite B, Marion, Illinois

SALARY RANGE: \$85,000 to 105,000 per year, commensurate with experience.

REPORTS TO: MAN-TRA-CON Corporate Board of Directors

FLSA STATUS: Exempt, Full-Time

JOB SUMMARY:

The C.E.O. is responsible for developing, planning, and implementing effective workforce development strategies for all workforce service programs under the Workforce Innovation and Opportunity Act (WIOA) and other related training programs operated by MAN-TRA-CON. The C.E.O. interprets federal and state Workforce Development legislation; understands and engages the dynamic regional and economic development business community; comprehends and addresses the needs of the region's employers and a diverse job seeker community; and collaborates with a highly integrated team of agency partners and stakeholders at the local, regional, and state levels. MAN-TRA-CON is a private not-for-profit 501(c)3 with approximately 30 employees.

MINIMUM QUALIFICATIONS:

1. Current or prior residency in the LWIA 25 area (Franklin, Jackson, Jefferson, Perry or Williamson Counties in Illinois)
2. Master's Degree in Workforce Development, Public Administration, or closely related field.

ESSENTIAL FUNCTIONS:

1. Fulfill the public-service mission of Man-Tra-Con Corporation, complying with Corporation bylaws, policies and procedures.
2. Ensure the delivery of high quality workforce development services that support the needs of Local Workforce Innovation Area 25 and its relevance in the larger region.
3. Through the provisions of WIOA, helps to lead and maintain a workforce system that is flexible, seamless, and responsive to the needs of both job seekers and employers.
4. Serves as the Administrative Entity to the Chief Local Elected Officials in Workforce Innovation Area 25.

5. Serves as executive staff to the Southern Illinois Workforce Development Board members in Workforce Innovation Area 25.
6. Manage an employee 401K plan and the selection of healthcare, disability and life insurance plans for the corporation.
7. Plans, supervises, and provides oversight to the work of a large staff of professional and administrative professionals.
8. Prepares budget estimates and reports to the corporate board, local elected officials, state and federal officials.
9. Approves expenditures related to the daily operation of the corporation and oversees program expenses.
10. Ensures organizational sustainability through proper Human Resources planning and staffing.
11. Oversees the Equal Opportunity officer and ensures all EO functions are in compliance with the Department of Labor and the Illinois Department of Commerce and Economic Opportunity.
12. Serves as a community leader for MAN-TRA-CON Corporation and serves on various boards/committees to promote programs/services.
13. Serves as a liaison and is responsible for reporting to the Department of Commerce and Economic Opportunity.
14. Serves in executive capacity with non-WIOA projects/grants related to workforce/economic development.
15. Develops interagency partnerships with other agencies and professional organizations to assess, discuss, resolve issues, and coordinate activities.
16. Serve in leadership capacity on local, regional and state organizations or committees.

OTHER FUNCTIONS:

1. Participate in local, state, and national professional development opportunities.
2. Lead fund development activities to include, but not limited to grant writing and event planning.

QUALIFICATIONS:

Education & Training

1. Master's degree and five years of experience in education, workforce training, or related field.
2. Experience in fund development/grant writing.
3. Experience supervising and leading teams.

Knowledge

1. Knowledge of federal and state workforce systems
2. Knowledge of supervising employees and leading teams.
3. Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs

assessment, meeting quality standards for services, and evaluation of customer satisfaction.

4. English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
5. Attention to Detail — Excellent organizational skills, excellent customer service skills, a calm, professional, friendly and patient manner.
6. Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
7. Desktop Computer Skills —
 - Spreadsheets – Using a computer application to enter, manipulate, and format text and numerical data; insert, delete, and manipulate cells, rows, and columns; and create and save worksheets, charts, and graphs.
 - Presentations – Using a computer application to create, manipulate, edit, and show virtual slide presentations.
 - Internet – Navigating the Internet to find information, including the ability to open and configure standard browsers; use searches, hypertext references, and transfer protocols; and send and retrieve electronic mail (e-mail).
 - Navigation – Using scroll bars, a mouse, and dialog boxes to work within the computer's operating system. Being able to access and switch between applications and files of interest.
 - Word Processing – Using a computer application to type text, insert pictures, format, edit, print, save, and retrieve word processing documents.
 - Databases – Using a computer application to manage large amounts of information, including creating and editing simple databases, inputting data, retrieving specific records, and creating reports to communicate the information.
8. Interpersonal Skills — Ability to work with diverse populations of differing ages, physical abilities, genders, cultural and linguistic backgrounds

Basic Skills

1. Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
2. Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
3. Speaking - Talking to others to convey information effectively.
4. Writing - Communicating effectively in writing as appropriate for the needs of the audience.

Licenses and certifications

Valid driver's license and proper vehicle insurance.

Work Environment

This job operates in a professional office environment as the home base but does require frequent day travel within the 5-county area. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Expected Hours of Work

A flexible work schedule is required to meet the demands of the position. Long and irregular work hours including evening and weekend hours may be required.

Travel

Must be able to travel and attend local, state, and national meetings utilizing various modes of public transportation as needed.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is usually quiet to moderate.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to use hands and fingers to type or handle documents. The employee is occasionally required to stand, walk, sit, stoop, kneel or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and ability to adjust focus. Must be able to travel and attend meetings as needed. Participation in offered training opportunities is encouraged.

The statements contained in this job description reflect general duties as necessary to describe the principle functions of this job, the level of knowledge and skill typically required and the scope of the responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences, to equalize peak work periods or otherwise to balance the workload. All duties of this position are to be performed while adhering to Management, Training and Consulting Corporation's policies and procedures. This document describes the position as it is currently. It is not an employment contract. Our corporation reserves the right to modify job duties or job descriptions at any time.

HOW TO APPLY

This position is available at no cost to you! To apply for this position, please submit a resume and cover letter via email to: HR@mantracon.org with “Chief Executive Officer Position” in the subject line.

**Man-Tra-Con Corporation is a member of the American Job Center network,
and an Illinois workNet Center partner.**

Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. © Copyright 2022 Man-Tra-Con Corporation.