



EXECUTIVE POSTING  
for

CHIEF EXECUTIVE OFFICER  
CAPITAL AREA MICHIGAN WORKS!

This posting will be made available in alternative format (audio tape or large print) upon request. Requests for alternative formats shall be made in writing within three (3) business days of release of this posting, to the attention of Edythe Copeland via email to [ecopeland@camw.net](mailto:ecopeland@camw.net).

CAMW! celebrates diversity and provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, height, weight, sexual orientation, gender identity, national origin, age, disability, genetic information, arrest without conviction, political affiliation or belief, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws or any other reason prohibited by applicable laws.

CAMW! complies with applicable federal, state and local laws governing nondiscrimination in employment in every location in which CAMW! has facilities. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.

Under Michigan law, an employee may not be discriminated against in employment because of a disability that can be reasonably accommodated to enable that employee to perform the job. An employee who feels accommodation is needed to perform the job must notify the CEO, in writing, of the need for accommodation within 182 days after the date the employee knew or reasonable should have known that an accommodation was needed. **Job applicants should make the request in advance of being interviewed for a position.**

Auxiliary Aids and Services Available upon Request to Individuals with Disabilities  
Michigan Relay Center Callers Use 711 or 1-(844)-578-6563

## **AGENCY DESCRIPTION**

Capital Area Michigan Works! (CAMW!) is a local unit of government formed under Michigan Public Acts 7 & 8 of 1967 (Ex. Sess.) through an Urban Cooperation Act Agreement. CAMW! is the administrative entity for delivering state/federally-funded programs to strengthen workforce development in Clinton, Eaton, and Ingham Counties in Michigan. CAMW! currently has 23 staff (See Attachment 1) and manages a budget of \$11 million.

CAMW! oversees sub recipients, through a bid process, who deliver services authorized for Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker, and Youth; Partnership, Accountability, Training, and Hope (PATH); Learn to Earn; and Food Assistance Employment & Training. CAMW! provides Wagner-Peyser Employment Services.

Sub recipients are selected for funding by the two governing bodies: a Workforce Development Board (private sector, community-based organizations, labor, human service, education, and economic development representatives) and an Administrative Board (local elected officials). CAMW! receives funding from the Michigan Department of Labor and Economic Opportunity, State of Michigan and the Michigan Department of Health and Human Services (DHHS). CAMW! also receives funds in the form of dues from members of the Capital Area IT Council which CAMW! oversees.

The primary purpose of the CAMW! American Job Centers are to provide labor exchange and workforce development services for employers and job/career seekers. Connecting with Business. Strengthening our Workforce.

The governing boundary for Capital Area Michigan Works! is comprised of the cities of Lansing and East Lansing, and the counties of Clinton, Eaton, and Ingham.

## **B. PROFESSIONAL ANNOUNCEMENT**

Capital Area Michigan Works! is seeking a Chief Executive Officer. Under the Administrative Board's direction, the Chief Executive Officer of Capital Area Michigan Works! serves as the Secretariat to the Administrative Board and the Workforce Development Board (WDB) and provides executive leadership to the Boards. The Chief Executive Officer assures adequate staffing, programs, systems and procedures to meet the goals of the Boards, and to protect the Boards and constituent counties from liability. In addition, this position is responsible for providing operational and administrative oversight of comprehensive workforce development programs and activities that serve both the job seeker and business community and ensures the integrity and effectiveness of such programs and compliance with applicable federal, state and local program regulations and guidelines. This position is instrumental in the formulation of employment and training program planning, budgeting, execution,

monitoring and performance evaluation. Extensive working knowledge of employment and training programs is essential.

Capital Area Michigan Works! is interested in individuals who can think strategically and focus on the region's long-term goals, while remaining dedicated to the organization's mission and objectives. The successful candidate must have exceptional communication skills and will intentionally engage with the diverse stakeholders in a cooperative and collaborative manner.

Candidates are required to have:

- Bachelor's Degree from an accredited four-year college or university **and** two years advance training beyond bachelor's degree work or its equivalent in employment and training administration, public administration, office administration, business administration or related areas. Master's Degree preferred.
- Five (5) years of progressively responsible executive level experience; or an equivalent combination of education and experience.
- Knowledge and skill in administration of large programs or businesses.
- Knowledge of grant management and government funding administration.
- Decision-making ability in order to have a significant influence on the effectiveness of operations of employment and training programs.
- Well-developed leadership abilities and management skills that are based upon consensus building and problem solving.
- The ability to ensure compliance with all federal, state and local rules and regulations.
- Knowledge of workforce development programs and the ability to develop policies and procedures would be desirable.
- Knowledge of employment and training legislation (federal and state) would be desirable.
- Knowledge of the theory of social and behavioral sciences which apply to employment and training would be desirable.
- A commitment to CAMW! and the region, including a willingness to work flexible hours and represent CAMW! at public meetings and events.

In addition, successful candidates should have the following management experience and personal traits:

- Demonstrated ability to provide strategic leadership and experience facilitating long-range planning practices.
- Experience working and collaborating with elected officials, boards, employees, community groups, and the media.
- Be a highly motivated, goal-oriented leader with a proven ability to quickly earn respect, gain cooperation and communicate clear direction.
- Be creative in solving problems, encouraging and empowering employees to find new and better ways to get work done, while also applying, maintaining and respecting the policy and regulatory framework that guides the organization.
- Be skilled at attracting and retaining highly capable professional staff.

Starting salary is \$110,000 to \$125,000 with excellent benefits.

### **C. ESSENTIAL DUTIES AND RESPONSIBILITIES**

Essential duties and responsibilities for this position are listed below. This is not intended to be an exhaustive list.

#### **Board Member Support**

- Serves as the Secretariat to the Administrative Board and the Workforce Development Board (WDB) and provides executive leadership to the Boards.
- Assists the Administrative and Workforce Development Boards in creating strategic goals and vision for CAMW! to ensure it remains a leader in workforce and talent development.
- Provides orientation and training to Board members regarding the role of the Boards and the various programs administered by the Boards.
- Provides on-going training to Board members as needed to ensure members feel confident and capable of carrying forth the mission of CAMW!
- Recommends the allocation of resources for the Boards to approve.
- Major source of continuity and staff support to the Administrative Board and the Workforce Development Board.
- Represents CAMW! at state and national conferences.
- Being strategic in making CAMW! the agency the community goes to for workforce development solutions.
- Provides oversight for the T3 (Teach.Talent.Thrive.) Council – the Career and Educational Advisory Council to the WDB and the region.

## Developing and Managing Community Relations

- Builds and manages strategic partnerships to increase the coordination of local and regional investments in workforce development (e.g., chambers of commerce, educational institutions, community-based organizations, private and non-profit organizations, organized labor, economic development organizations, local and state government and other appropriate organizations/individuals). Establish and maintain a network of business, government, labor, and community-based relationships.
- Serves on other committees or boards within the region or nation as appropriate.
- Works with partner organizations and counties to ensure quality appointments to the WDB and the T3 Council.
- Maintains liaison with federal, state, and local offices and all agencies in the area of employment and training planning and represents CAMW! at all necessary meetings.

## Workforce System Oversight

- Leads the coordination, development and implementation of the CAMW! Strategic Plan.
- Provides technical assistance, training, and management support whenever needed to improve program operations, eliminate duplication and overlaps, and achieve maximum efficiency in the use of total employment and training resources.
- Ensures compliance with all federal, state and local rules and regulations.
- Keeps abreast of legislative and regulatory developments, new administrative techniques and current issues through continued education and professional growth.
- Responsible for the overall monitoring and compliance of mandated performance measures.
- Oversees workforce development data gathering, contracts and federal and state grant applications for conformance to policies and procedures.
- Directs staff activities in developing an overall comprehensive employment and training plan.
- Maintains effective communications with applicable local, state and federal government agencies and officials.

## Managing Fiscal and Administrative Matters

- Oversees fiscal management including development of administrative budget.
- Oversees the operation and administration of the One-Stop System American Job Centers including evaluating services and ensuring customer satisfaction.
- Monitors funding needs and actively seeks discretionary and other grant funding for innovative programming and unique local needs (i.e. employer layoffs).
- Oversees the development of board policies and administrative procedures, including personnel, budgeting, planning and general administration.
- Oversees the management and development of contracts as well as contracted sub recipients involved in the delivery of CAMW! -funded programs.
- Plans, organizes, assigns or delegates responsibility for assignment of work while retaining overall accountability. Hires, directs and evaluates performance of all employees and assures necessary training and professional development is provided where needed.
- Serves as the chief media contact.
- Oversees outreach, public relations and marketing operations including media relations, website maintenance and social media presence. This includes providing content for written articles, conducting telephone or in-person interviews and doing radio and television appearances as requested or required.
- Provides leadership, guidance and motivation in developing a highly effective and productive team that:
  - a. Assures policies, systems and procedures are in place for compliance with all applicable federal, state and local laws, regulations, rules and requirements.
  - b. Assures high quality and effective CAMW! programming throughout the region.
  - c. Develops and implements plans for continuous improvement of the programs carried out by CAMW!
  - d. Creates effective working relationships with partner organizations.

### **D. POPULATION AT A GLANCE**

County	Clinton	Eaton	Ingham	Total
Population	78,443	109,027	290,186	477,656

### **E. COMMUNITY BACKGROUND**

Located in south-central Michigan, and within a two-hour drive of 90% of the state's population, the Greater Lansing area offers easy access to the Midwest—and the world— and is one of the region's most affordable places to live.

Historically a hub for industry, academia and government, Lansing has broadened its horizons and is now a leader in a wide variety of categories including being a hub for insurance company national headquarters, information technology and nuclear physics.

The region offers a diverse, well-educated and growing population, and ready access to one of the world's premier education resources: Michigan State University and Lansing Community College. Add in excellent healthcare and K-16 education, plus affordable housing and a wide range of cultural and recreational opportunities, the Greater Lansing area is an ideal location to live, work and play.

Additional information about the community is listed below (provided by LEAP):

- #1 in Michigan for growing population ages 25-34 in 2017
- #1 in Michigan for labor force growth, ages 16+ over last five years
- 20% more millennials than comparably-sized metros in the nation
- #1 Best Affordable Place to Live in America (Lansing) in 2018
- #8 Best Place to Live in America (Okemos) in 2019
- Home to one of the top 25 film festivals in the world (CCFF)
- Birthplace of the first localized LGBT group in Michigan - Michigan Organization for Human Rights and the Lansing Association for Human Rights soon after

#### **Top Employers (Current as of August 27, 2019 – Provided by LEAP)**

Company Name	Industry
State of Michigan	Government
Michigan State University	Education
Sparrow Health System	Healthcare
General Motors	Manufacturing
Auto-Owners Insurance Group	Insurance
Lansing Community College	Education
McLaren Health	Healthcare
Peckham	Manufacturing
Jackson National Life Ins Co	Insurance

#### **Talent and Education – Provided by LEAP**

- #1 school for supply chain talent worldwide (MSU)
- #1 nuclear physics program in the nation (MSU) – one spot ahead of M.I.T.
- #1 packaging program in the nation (MSU)
- #7 biological/agricultural engineering program in the nation (MSU)
- #2 hospitality business school in the nation and #3 worldwide (MSU)
- #1 in Michigan for educational attainment for ages 25-64 over the last five years
- 43% of regional population has an associate's degree or higher
- Award-winning community college – Lansing Community College

The Lansing Economic Area Partnership (LEAP) is the economic development organization that represents the tri-county region. Detailed citations and more information about Clinton, Eaton and Ingham counties can be found at [purelansing.com/leapintolansing](http://purelansing.com/leapintolansing).

## **F. INSTRUCTIONS ON APPLICATION SUBMISSION**

### **1. Inquiries**

Inquiries regarding this position posting must be made, in writing, to Edythe Copeland at [ecopeland@camw.net](mailto:ecopeland@camw.net). If you need to contact her by phone, her number is (517) 492-5504.

### **2. Complete Application Packet**

The following documents constitute a complete application packet:

- A. Cover Letter
- B. Resume
- C. Writing Sample
- D. Three (3) Professional References with Contact Information

### **3. Closing Submission Date**

Complete application packets **must be submitted in a sealed envelope and received in the office** no later than **5:00 p.m. EST on Tuesday, February 18, 2020** by U.S. mail or hand-delivery.

Label package with the following information:

**CEO Application  
Edythe Copeland, CEO  
Capital Area Michigan Works!  
2110 South Cedar Street  
Lansing, MI 48910**

**Incomplete packets or those received after the closing submission date and/or time will not be considered. Please sign in upon hand-delivery of application packet to ensure a record of receipt.**