

DIRECTOR OF MAYOR'S OFFICE OF EDUCATION AND LIFE-LONG LEARNING**NATURE OF WORK**

This is a senior management position reporting directly to the Mayor that is designed to promote, guide, coordinate, and develop strategic education and life-long learning initiatives and activities throughout the City of Rockford. Through the Mayor's Office, the Director shall work with internal City Departments and outside agencies and partners to create, articulate, and execute a vision and action plan for education and life-long learning opportunities in the City of Rockford.

DISTINGUISHING FEATURES

An employee in this class is responsible for working with internal City Departments as well as public and private entities, including but not limited to local municipal governments, Winnebago County, State of Illinois, School District 205, private primary and secondary educational institutions, Regional Office of Education, State of Illinois Board of Education, Rock Valley College, Rockford College, Northern Illinois University, Rockford Business College, University of Illinois College of Medicine, Boone/Winnebago Workforce Investment Board, Rockford Economic Development Council, Rockford Housing Authority, trade and other apprenticeship programs, and neighborhood and business organizations to improve education, life-long learning, and workforce training and vocational opportunities for all residents of the City of Rockford. They will also act as a highly professional, vital, and vibrant resource for the Rock River Valley Region. This is a single position class. Work is characterized by considerable contact with various educational institutions, non-profits, civic, and business groups, community leaders or officials. Work is performed independently within the framework of applicable city policies, procedures, rules, and regulations.

ESSENTIAL FUNCTIONS *(These essential duties are only illustrative.)***Leadership**

Acts as City's lead liaison with key community partners with respect to education and life-long learning initiatives. Works with various partners to develop existing and future educational and/or training benchmark data to develop and execute upon a continuous educational improvement plan for the community.

Acts as lead coordinator for various support activities that City Departments provide to assist with education and life-long learning, including job training, vocational training, truancy, Head Start, and neighborhood standards.

Works with key internal and external partners to create, implement, and execute a comprehensive strategic plan and vision for education and life-long learning for the City of Rockford. Develops a system of goal measurement for reporting to the Mayor and City Council on an annual basis.

Acts as City's representative to District 205 in addition to the Workforce Investment Board.

Works with community development/economic development professionals to address key educational, vocational, and training gaps within the City of Rockford's workforce.

Develops action plan with internal and external partners to address truancy rate problem within the City of Rockford. Seeks creative enforcement options to address chronic truancy.

Meets regularly with local governments to coordinate various regional initiatives in regards to education and life-long learning.

Resources

Develops and maintains an annual budget plan with the advice and consent of the Mayor and City Council.

Develops and maintains a multi-year strategic education plan with the advice and consent of the Mayor and City Council.

Develops grant applications to bring more financial resources to education and life-long learning opportunities within the City of Rockford.

Develops and coordinates marketing/advertising campaign for education and life-long learning.

Visibility

Meets with media outlets on a regular basis to articulate the City of Rockford's vision and objectives towards providing excellence in educating our people and meeting the learning needs of our workforce.

Hosts news events for the Mayor, as needed to promote education and life-long learning within the City of Rockford.

Meets with individual city council members on a regular basis. Attends a variety of constituent board meetings and events each month. Attends board meetings and special meetings of local educational institutions and vocational/workforce development organizations.

SUPERVISION RECEIVED

Works under the general supervision of the Mayor and City Administrator. Position has a significant amount of autonomy and self-direction. Completed work is reviewed as needed for accuracy and timeliness and for overall results achieved.

SUPERVISION EXERCISED

Direct supervision is limited, but considerable oversight and supervision is exercised indirectly with various Departments towards carrying out activities and/or programs related to education and life-long learning. In addition, supervision is exercised over consulting agreements that are related to education and life-long learning.

WORKING CONDITIONS & PHYSICAL DEMANDS

Work is performed primarily in an office environment, however work activities frequently require travel to various sites throughout the city to attend meetings and conferences. Work exposes employee to normal everyday risks, which require normal safety precautions.

SUCCESS FACTORS (KSAs)

Knowledge of the principles and practices of program planning and administration.

Knowledge of program monitoring and evaluation methodology and techniques.

Knowledge of marketing strategies, budgeting and financial management.

Knowledge of operations and organization of municipal government.

Knowledge of various grant programs available for education and life-long learning.

Ability to develop program policies and procedures.

Ability to manage program funds.

Ability to work with a diverse educational constituency to solve problems and create new opportunities.

Skill in oral and written communication.

Good organization and analytical skills

Skill in the use and care of a personal computer.

EDUCATION, TRAINING & EXPERIENCE

Graduation from an accredited college or university with a Bachelor’s Degree in Education or a related field, and three to five years of experience in education, strategic planning, workforce training and development or related fields. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may be substituted for the required experience.

NECESSARY SPECIAL REQUIREMENTS

Possession and maintenance of a valid Illinois driver’s license and evidence of vehicle insurance as required by law.

Residency requirement: Classified employees hired after January 1, 1984 must live anywhere in Winnebago County or anywhere within an area fifteen (15) miles from the Public Safety Building within six (6) months of their date of completion of probation. Employees hired prior to January 1, 1984 shall be subject to their conditions of employment in effect at that time.

Signature: _____
Jessica L. Jones, Director of Personnel

Date: _____