



Workforce Readiness Director

Primary Purpose:

The fundamental purpose of this position is to monitor and evaluate on a continuing basis state and local activities concerning workforce readiness issues, and work with chapter workforce readiness advocates to plan and encourage chapter involvement and activities impacting the workforce readiness arena. Present a report or update to the state council director and members on workforce readiness developments, issues, and/or initiatives.

Primary Responsibilities:

1. Serve as a voting member of the state council and is expected to attend and participate in all meetings of the council.
2. Serve as advocate for workforce readiness on state council and at other professional meetings and assists chapters in coordinating programs and other chapter activities on workforce readiness.
3. Hold regularly scheduled meetings with chapters in the area of workforce readiness via phone, webcasts, face-to-face meetings, etc. to workforce readiness. Report at each State Council meeting the minutes of such meetings. All meeting information should be provided no less than one full week prior to the state council meeting.
4. Identify and evaluate issues which impact workforce readiness and develop goals for state council strategy.
5. Provide reports on issues to state council members and serves as advocate at state council activities for workforce readiness programs.
6. Serve as a resource for state council on workforce readiness issues and provides leadership to the chapters on these issues.
7. Monitor state and local activities concerning workforce readiness, workforce investment authorization, welfare-to-work, and education partnerships. Provides timely information on these issues to his/her state council director.
8. Work with the SHRM staff liaison on workforce readiness issues.
9. Develop and support workshops and seminars which address workforce readiness initiatives and issues.
10. Provide special recognition for chapter members and for state and local programs that provide betterment of the workforce.
11. Respond to any other requirements of the state council director and SHRM staff liaison for workforce readiness.
12. Work with the department of labor to determine if there are synergies for promoting workforce readiness issues in the state of South Dakota.

Minimum Requirements:

1. Must be a SHRM member in good standing. SHRM certification highly desirable.
2. Appointment is made by the state council director.



3. Should be able to visit chapters throughout the state.
4. Must be present at all meetings of the state council either in person or on the phone. If unavailable to be present, must send a proxy on behalf of the technology area (can be from a local chapter).
5. Serves a two-year term beginning the first day of January and ending the last day of December. May serve in the same position for not more than four additional consecutive years.