

# Director of NOVA Workforce Services

## What is NOVA?

NOVAworks is a workforce development area, designated by the Workforce Innovation and Opportunity Act (WIOA), covering seven northern Santa Clara County cities and all of San Mateo County. The NOVA region can be described as the Silicon Valley in California between San Francisco and San Jose.

NOVAworks is structured as an eight jurisdiction Joint Powers Agreement (JPA) signed by the cities of Palo Alto, Los Altos, Mountain View, Sunnyvale, Cupertino and Milpitas and also by the Board of Supervisors for San Mateo County. The City of Sunnyvale (City) is designated by the JPA as the grant recipient and administrative entity for federal and state workforce funding. The Sunnyvale Mayor is considered the Chief Elected Official under WIOA and the Sunnyvale City Council appoints members to the NOVA Workforce Board.

NOVA Workforce Services is a department of the City and enjoys the support of the City Attorney, Finance, Human Resources, and IT Departments. The Director of NOVA Workforce Services is a City Department Head and reports directly to the City Manager.

## The Position

The Director of NOVA Workforce Services encompasses a broad array of responsibilities that include:

- Governing policies and procedures, personnel management, and budget management as a Sunnyvale Department Head.
- Fulfillment of all grants, contracts and funders' requirements for a department that is 100% grant funded.
- Manage and support, including membership recruitment, the NOVA Workforce Board and implementation of their Strategic Vision.
- Continuously improve and oversee a customer-focused workforce development system that exceeds customer expectations and performance standards.
- Develop new intervention strategies based on current economic and community conditions and the needs of target populations.
- Pursue resources through grants and philanthropy to fund intervention strategies and resulting pilot projects.
- Create and communicate a vision for workforce development to lead and inspire staff, board, and community groups towards collective action.
- Represent the City and the Workforce Board on the regional, state, and federal stage including presenting policy positions.
- Lead the NOVAworks Foundation as an organization and board, develop goals and objectives and raise funding.

Review our detailed job description [here](#)

## Qualifications

- Bachelor's degree from an accredited college or university in Public or Business Administration, Social Sciences, or a closely related field, AND
- Seven years of professional experience in workforce development, economic development, and/or community development which includes at least two years of supervisory experience.
- A Master's degree in the above mentioned fields may substitute for one year of the required seven years of work experience.

## Have a question?

For questions, please contact  
Human Resources  
recruitments@sunnyvale.ca.gov  
408-730-7490

Follow us on LinkedIn:  
[www.linkedin.com/company/nova-workforce-board/](https://www.linkedin.com/company/nova-workforce-board/)

## The Salary

**Director of NOVA Workforce Services**  
\$189,187.00 - \$203,000.00 Annually

## The Perks

### Generous benefits package including:

- Paid leave and group health coverage (medical, dental, vision, Life & Disability Insurance)
- CalPERS retirement (2% at 60 formula for classic members; 2% at 62 for new members)
- Paid time off plan & other leave programs
- 401A & 457 Deferred Compensation plans
- Retiree Medical Coverage

Click [here](#) to review additional Department Director benefits.

## Apply Today!

To apply, please submit your resume, cover letter & detailed responses to supplemental questions to [recruitments@sunnyvale.ca.gov](mailto:recruitments@sunnyvale.ca.gov) by **July 30, 2021 at 5:00pm**.

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## Supplemental Questions

Describe your experience in responding to the priorities of multiple political jurisdictions.

What do you believe is your unique strength and how does it enable you to succeed at both leading and supporting a mission-driven team?

Describe your experience working with elected officials and appointed boards and your approach to fostering good working relationships with them.