



Center for
Workforce Research
and Information

Director

Position Details

Salary Range:

Grade 34: \$67,662-\$93,204
(commensurate with
background)

Benefits:

Includes health, dental and
retirement. FMI, visit:

<https://www.maine.gov/bhr/oeh/benefits/som-health-plan>

Résumés and letters of
interest will be accepted
until the position is filled.
Please email Kim Smith,
Deputy Commissioner at
kimberly.a.smith@maine.gov

The Center for Workforce Research and Information is the premiere resource for economic analysis of Maine's labor market. The Center's information is the basis for decisions on workforce development across the State, and is used not only by the Department of Labor but also by the legislature, educational institutions and industry.

The Maine Department of Labor is seeking a skilled economist with a background in management to serve as Director of the Center.

The Director oversees a talented staff of economists and statisticians who analyze and report on a variety of labor market and workforce topics, including: high-wage high-demand jobs; earnings of Maine college graduates; and, Maine's unemployment rate. The Director also develops special research projects based on emerging needs, and seeks out funding to support the work. As such, developing relationships with our federal government partners and seeking out other potential partners is vital. Advising the Commissioner and department peers on the implications of the data, as well as presenting findings to other interested organizations, will occur regularly.

Individuals who hold a Master's Degree with at least eight years of progressively responsible experience, including management responsibilities, in the field of economic analysis are encouraged to apply. Preference will be given to individuals with education and/or experience in labor market analysis.

8/6/2019

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Overview of Position

The director is the senior executive charged with the management and strategic direction of the Center in Augusta Maine. The director leads system changes and research initiatives, while supporting the team to maintain efficient and effective operation of existing programs. The director role encompasses:

- Developing and implementing strategies to achieve the vision and mission of the Center;
- Sponsoring projects and initiatives to provide or expand the availability of economic and performance data and context in support of the Department's goals and objectives;
- Leading strategic change efforts to further develop the staff and performance of CWRI;
- Providing direction, leadership, and oversight for operational and administrative functions;
- Nurturing relationships with customers of the Center's research and analysis including State and local policy makers, the federal government, data sharing partners, workforce developers and the economic development community;
- Holding ultimate responsibility for sound fiscal management; compliance with all legal, regulatory, ethical, and quality standards;

- Ensuring CWRI effectively responds to public information requests with appropriate data and context;
- Overseeing programs and grants that provide multiple, diverse economic data and analyses;
- Ensuring effective implementation and compliance of State and Federal policies, rules, regulations and statutes;
- Establishing and maintaining a work environment grounded in trust, respect, initiative, and authentic two-way communication;
- Communicate and build relationships across, departments and bureaus to effectively complete projects and other special initiatives;
- Establishing and maintaining productive relationships between CWRI's leaders and staff with Federal, State and Local partners; and,
- Develop and recruit new partners for joint data sharing projects that further the existing research into employment outcomes for students and trainees.

Qualifications

The Department is seeking an individual with an advanced degree and a strong background in economics, preferably related to the labor market. Given the Director's responsibilities, management experience is required. Experience in the following areas is desired:

- Economic theory, statistical methods and complex public programs;
- Familiarity with data quality initiatives, data-sharing for outcome-based reporting and program evaluation;
- Understanding complex information, identifying themes, and prioritizing solutions;
- Presentation of economic reports to various audiences in a clear and easy-to-understand manner;
- Building and leading teams to a desired outcome; and,
- Managing staff performance and developing future leaders.