

Job Title	<i>Director of Workforce Development</i>
Reports to	<i>Executive Vice President AGC of South Dakota, HHU Chapter & WFD Steering Committee</i>

Job Description

Work with AGC of South Dakota members and staff in promoting the many opportunities a career in construction can provide. The main focus for this position is to further grow interest in construction careers to youth and adults. This will be accomplished by addressing members workforce needs and collaborating with state and local entities with an over all goal of addressing construction workforce issues in the state of South Dakota.

Duties and Responsibilities

- Work with AGC of South Dakota members to help address their workforce needs
 - Be the point staff person for the joint AGC Workforce Development (WFD) Steering Committee
 - Meet with members regularly
 - Follow direction given from board members and committees
 - Become actively involved in the Human Resources Alliance
 - Promote and inform members of AGC's training & safety opportunities
 - Develop reports & advise on all activities and budgets as needed for AGC boards
- Plan and run any events geared at promoting career opportunities in construction
 - Construction Awareness Day's
 - School visits
 - Career day's
 - Other events as assigned
 - Provide informative presentations to youth and adults
 - Provide classroom training
- Collaborate with state and local entities such as the DLR, DOT, DOE and other groups of similar interest in growing careers in construction
 - Be a voice for the industry
 - Constantly looking at ways to improve workforce issues by working with these and other groups
 - Coordinate with k-12 and post-secondary schools to ensure opportunities for individuals interested in a career in construction
 - Actively seek and operate WFD grants
- Maintain and monitor the Build South Dakota website
- Help out AGC staff when needed and other duties as assigned

The Ideal Candidate Will Have

Professional experience in construction, education, human resources, networking, or training is preferred. Knowledge, skills, and experience needed for successful performance:

- **COMMUNICATION** - Bridge between school districts, post-secondary institutions, and AGC members by listening attentively and clearly convey information and ideas.
- **CUSTOMER SERVICE** - Treat AGC members courteously and anticipate and respond to their needs.
- **DECISIVENESS** - Exercise sound judgment when making decisions and take prompt, decisive action.
- **PROJECT MANAGEMENT** - Efficiently organize meetings, projects, and workgroups.
- **INFORMATION SEEKING** - Actively seek, collect, and evaluate information to learn more about issues or events and research best practices related to the construction industry.
- **INITIATIVE** - Display a high level of effort and commitment towards completing assignments and goals. Also capable of perform tasks with little to no direct supervision.
- **PROBLEM SOLVING** - Analyze problems and make sound decisions.
- **COMPOSURE** - Remain focused in stressful situations and keep emotions under control.
- **RELATIONSHIP BUILDING** - Work to build and maintain professional relationships with people who provide information, assistance or support.
- **LISTENER** – Be a good listener. Strive to understand before being understood.