



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Code(s): 0447

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**AREA DIRECTOR  
JOB SERVICE NORTH DAKOTA  
GRADE R**

**SCOPE OF WORK:**

Individuals assigned to positions in this class are responsible for directing a Job Service service area. Individuals provide leadership and administrative control for carrying out the Workforce Investment Act and other state and federal legislation for translating applicant and employer needs into programs and operating procedures. Service program areas include such major functions as Job Placement, Labor Market Information, Job Training, and Unemployment Insurance. Individuals report to the Job Service North Dakota (JSND) executive director and serve on the senior management team for developing agency strategic plans and policy.

**DUTIES PERFORMED:**

- Participate in the development, coordination, implementation, and evaluation of state regional and area programs, services, and policies; develop and maintain an assessment of service area needs to enhance effective application of programs and services.
- Develop and interpret policies and regulations that apply to the major service functions of Job Placement, Job Training, Labor Market Information, and Unemployment Insurance; develop and implement a variety of special authorized programs to meet needs of area businesses and individuals; coordinate administrative functions of these programs with all JSND service areas, statewide.
- Provide for the monitoring of state and federal legislation and/or regulations to ensure compliance with all requirements; identify the need for development or modification of agency or state policies and legislation to maintain effective programs and monitoring.
- Provide for direct and effective area-wide working relationships with labor, business, and public groups as the area liaison for JSND.
- Responsible at the area level for organization structure, selection and development of staff, planning and budgeting of the area programs and resources, develop and maintain technology resources to ensure effective and efficient delivery of services, and related personnel management functions.
- Represent the organization to outside groups and the general public and participate in economic development activities at all levels within the service area.

**NOTE:** The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

**MINIMUM QUALIFICATIONS:**

Requires a bachelor's degree and five years of work experience in a business environment performing duties similar in type and complexity to those listed. Duties

must have included responsibility for significant input to policy and decision-making that impacted a major segment of the organization. Three years of the work experience must have included responsibility for direct supervision of professional level staff.

Eff. Date: 6/00

Rev: 3/04 – updated scope and duties.

Rev: 4/04 – Revised class description by combining with 0448, 0449, and 0450.

Rev: 7/12 – Conversion to Hay System