NoRTEC
Workforce Development Board
11 Ilahee Lane • Chico, CA 95973 • (530) 892-9600 • Fax: (530) 892-9609
Butte • Del Norte • Lassen • Modoc • Nevada • Plumas • Shasta • Sierra • Siskiyou • Tehama • Trinity

Job Description

Position Information:

Job Title: Executive Director

Classification: Executive Director

Organization: NoRTEC Workforce Development Board

Location: Northern Rural Training and Employment Consortium 11 Ilahee Ln, Chico, California, 95973

Salary Range: $140,000 – $180,000 annually determined based on qualifications (DOE).

Job Type: This is a full-time exempt position based in Chico, California, following a hybrid schedule with an emphasis on in-person leadership across the 11-county NoRTEC region. Candidates should reside in the North State region or be willing to relocate.

Reporting to: NoRTEC Governing Board and Workforce Development Board

Reports: NoRTEC Staff

About NoRTEC:

The Northern Rural Training & Employment Consortium (NoRTEC) in Chico, California, provides federal Workforce Innovation and Opportunity Act programs in eleven Northern California Counties. Established in 1983, NoRTEC is led by a Workforce Development Board and an elected Governing Board, and provides a comprehensive array of services to businesses and job seekers throughout the region. Please see www.ncen.org for more information.

NoRTEC Culture:

The NoRTEC organization is comprised of high-performance employees that are continually looking for ways to improve the provision of services for the communities we work for. Each employee takes personal responsibility for overall organizational performance and goes beyond adequate to exceptional in the areas that matter to our organization. NoRTEC employees are self-starters who work with little supervision, can get things done and work exceptionally well with co-workers within a small office environment.

Position Overview:

The Executive Director is NoRTEC's chief executive and strategic leader, responsible for advancing the organization's mission, overseeing operations, and ensuring compliance with the Workforce Innovation

and Opportunity Act (WIOA). This role requires a collaborative and visionary leader who can manage a multimillion-dollar budget, guide regional partnerships, and advocate for workforce development at local, state, and national levels.

This position follows a hybrid schedule with an emphasis on in-person leadership, balancing office-based work with frequent travel. It requires flexibility and a willingness to spend significant time in the field supporting multiple locations, teams, and initiatives across the region.

Key Responsibilities:

Strategic Leadership & Vision

- Lead the development and implementation of NoRTEC's vision while serving as the primary liaison to the Workforce Development Board and Governing Board
- Use labor market data to drive planning and champion innovation in career pathways and service delivery
- Lead sector strategies to address regional workforce needs

Board, Partnership & Stakeholder Relations

- Represent NoRTEC in state and national coalitions, ensuring alignment with workforce priorities at all levels
- Pursue new funding and partnership opportunities
- Build strong relationships with employers, educators, and stakeholders
- Represent NoRTEC in media and public discussions

Program Oversight, Compliance & Fiscal Management

- Oversee WIOA-funded programs and 13 America's Job Centers of California (AJCCs)
- Monitor service provider performance, compliance, and customer satisfaction
- Ensure full compliance with WIOA, grants, and fiscal policies
- Manage a public-sector budget with transparency and integrity

Organizational Leadership & Team Development

- Lead and develop a high-performing team while fostering an inclusive, collaborative culture
- Oversee hiring, staff development, and effective use of internal systems and controls (MIS)

Knowledge, Skills, and Abilities:

- Provide visionary strategic direction with strong execution and follow-through
- Communicate effectively in writing and orally, including public speaking and representing the organization in public and media settings
- Lead collaboratively and advocate for underserved communities
- Apply project management principles and data-informed decision-making
- Build and maintain effective relationships with boards, employers, educators, partners, and staff
- Demonstrate commitment to equity, innovation, and continuous improvement

Minimum Qualifications:

The ideal candidate will possess a combination of executive leadership, workforce or economic development, and public-sector management experience, including:

- Bachelor's degree in a relevant field (or equivalent combination of education and experience)
- Seven (7) or more years of executive-level experience in workforce or economic development
- Proven leadership experience, including team management and Board collaboration
- Expertise in WIOA and public-sector systems
- Strong financial and grant management skills

Desired Qualifications:

- Master's degree in a relevant field
- Excellent communicator with public speaking experience
- Collaborative leader and advocate for underserved communities
- Proficiency in project management and data-informed decision-making
- Committed to equity, innovation, and continuous improvement, with willingness to travel as needed

Benefits:

NoRTEC offers a comprehensive benefits package for this position, including:

Retirement

- 15% SEP-IRA (7.5% employee / 7.5% employer) in lieu of Social Security
- Optional 457(b) deferred compensation plan

Health & Insurance

- Full medical, dental, vision, and life insurance
- Partial coverage for eligible dependents
- Includes workers' compensation, disability, and unemployment insurance

Flexible Spending

- Pre-tax FSA accounts for health and dependent care
- Monthly employer contribution via IRS Section 125 Cafeteria Plan

Paid Time Off

- Vacation accrual increases with tenure
- 12 paid holidays, floating holidays, and administrative leave
- Paid sick leave for full-time employees

Retiree Health

- Discounted coverage available until age 65 for eligible retirees with 15+ years of service

Paid benefits are subject to change based on funding availability.

Tools and Equipment Used:

Scales; postage machine; phone; copy and fax machine; a variety of technology-oriented devices including but not limited to personal computer, tablets, and smart phones, including industry standard software. Remain updated on current and emerging tools such as AI assistant software.

Physical Demands:

While performing the duties of this job, the employee is constantly required to use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is required to walk, sit, stand, talk, and hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, color perception, and the ability to adjust focus.

Travel Requirements:

Frequent local and overnight travel throughout the rural 11-county NoRTEC region is required, with periodic state and national travel for conferences, coalitions, and meetings.

Work Environment:

The noise level in the work environment is moderately noisy.

Background Check/ Employment Eligibility:

Applicants may be subject to a criminal background check and must be legally authorized to work in the United States. Employment is contingent upon verification of eligibility and completion of all required onboarding processes.

Application Instructions:

Submit a cover letter, resume, and references to: resumes@ncen.org referencing the position that you are applying for.

Closing Date:

Position will be open until filled.

If you have any questions, or need additional assistance regarding this position, please contact NoRTEC at (530) 892-9600.

Equal Employment Opportunity Statement (Required Language)

NoRTEC is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex, and sexual orientation.

Americans with Disabilities Act (ADA) Statement

NoRTEC is an Equal Opportunity Employer and supports workforce diversity. Women, minorities, and persons with disabilities are encouraged to apply. NoRTEC will consider individuals with disabilities

based on their qualifications to perform the essential functions of the position for which they are applying and will provide reasonable accommodation in the application and/or testing process. If you require accommodation in the application and/or testing process, please notify NoRTEC within seven (7) days of the need for accommodation, so appropriate alternative arrangements can be made.