

ASSISTANT DIRECTOR - COMMUNITY ACTION

DEFINITION

Under executive direction, the Assistant Director is responsible to plan, supervise, and review the activities and operations for the three county programs of the Community Action Department. This classification is responsible for coordinating assigned program activities with other departments and outside agencies; providing highly responsible and complex administrative support to the Community Action Department Director; supervising professional and management staff; and performing other duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a single position class. The predominant focus of the position is to manage, plan, and coordinate the operations and activities of the Community Action Department, including all grant-funded programs which may include emergency preparedness, housing, community development, economic, and social services. The incumbent exercises discretion in applying general goal and policy statements and in resolving organizational and service delivery problems. The Assistant Director develops and implements department goals, objectives, policies and priorities, and ensures that assigned activities are completed in a timely and efficient manner consistent with defined policies and regulations. The Assistant Director may act on behalf of the Director in his/ her absence.

This class is distinguished from other management positions, in that the Assistant Director assumes overall authority and responsibility over activities and operations throughout the Department, and the incumbent exercises direct supervision over staff including those at management and supervisory levels.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Community Action Department Director; exercises direct supervision over professional, technical, management, and supervisory staff.

EXAMPLES OF DUTIES -- Duties may include, but are not limited to, the following:

Develops, plans and implements goals and objectives for department programs; recommends and administers department policies and procedures.

Coordinates department activities with those of other departments and outside agencies and organizations.

Directs, oversees, and participates in the development of the department's work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.

Supervises and participates in the development and administration of the department budget; directs the forecast of additional funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements mid-year adjustments.

Provides advice and assistance to the director, Board of Supervisors, and other County staff regarding agency fiscal, administrative, operations and systems;

Authorizes payroll and claims for payments, transfers, and appropriation forms.

Reviews and directs management in the implementation of all state laws and regulations affecting department programs; initiates and recommends procedures, guidelines and operating standards to meet state mandates and directives.

Participates in the preparation and administration of grants. Monitors new legislation and regulations to ensure the department is in compliance with grant requirements.

Oversees the management of contracts; preparation and management of budgets; development of allocation plans, and the preparation and submittal of required reports and records.

Oversees the development and management of subcontracts and contracts.

Ensures all program operations are managed properly and are in compliance with all federal, state and local laws, regulations, and funding guidelines.

Participates in public hearings for grant compliance.

Develops and maintains program resources and partnerships.

Responds to and resolves difficult, sensitive and/or problematic citizen, client or community complaints or inquiries.

Responds to requests for information and comments from the media in the Director's absence.

Participates on a variety of boards and commissions; attends and participates in professional groups and committees. Represents the Department at state and county meetings.

Coordinates and participates in a variety of staff, department, and partner agency meetings; prepares and presents reports.

Performs general administrative work as necessary, including preparing reports and correspondence, conducting and attending meetings, reviewing and distributing correspondence, copying and filing documents, etc.

Recommends goals and objectives for agency programs; assists in the action and implementation of agency policies and procedures.

Selects, trains, motivates, and evaluates the work of department personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures as required.

Serves as acting director in the absence of the agency Director as required.

Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Pertinent federal, state and local laws, codes and regulations.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Principles and practices of organization, administration, and personnel management.

Principles and practices of budget preparation and administration.

Principles and practices of supervision, training, and performance evaluation.

Principles and practices of financial record-keeping and reporting.

Modern and complex principles and practices of community and social services program development, engagement, sustainability, and administration.

Recent developments, current literature, and sources of information regarding social services.

Principles and practices of grants administration.

English usage, spelling, grammar, and punctuation; basic mathematics.

Modern office practices and technology.

Ability to:

Understand, interpret and apply pertinent laws, codes and regulations.

Uphold the values of Community Action and code of ethics.

- Implement and manage within the Results Orientated Management Accountability framework.
- Ensure compliance with funding sources and the Community Action Organizational Standards.
- Establish and maintain a positive culture and promote effective teamwork.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Effectively administer a variety of program activities.
- Identify and respond to public and Board of Supervisors' issues and concerns.
- Select, supervise, train, and evaluate staff.
- Prepare and administer a budget.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Gain cooperation through discussion and persuasion.
- Prepare comprehensive and complex technical reports.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five (5) years of increasingly responsible experience in community services and grants administration work, including three (3) years in an administrative or supervisory capacity.

Training:

Bachelor's degree with major course work in social services, public administration, business or related field.

LICENSE OR CERTIFICATE:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

WORKING CONDITIONS

Mobility - Frequent operation of a data entry device and sitting for long periods of time; occasional standing for long periods of time, walking, pushing/pulling, bending/squatting, driving, and climbing stairs.

Lifting - Frequently 5 lbs or less; occasionally 5 to 30 lbs.

Visual - Constant use of overall vision and reading/close-up work; frequent need for color perception, hand/eye coordination, and field of vision.

Dexterity - Frequent holding, reaching, grasping, repetitive motion, and writing.

Hearing/Talking - Frequent hearing of normal speech, hearing on the telephone, talking in person and on the telephone.

Emotional/Physiological Factors - Frequent decision making, concentration, and working alone; and occasional public contact.

Special Requirements - Some assignments may require occasional working weekends, nights, and/or occasional overtime; occasional travel.

Environmental Conditions - Occasional exposure to noise, dust, and poor ventilation; and occasional exposure to varied weather conditions.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects, up to 30 pounds, as necessary to perform job functions.