

ASSISTANT DIRECTOR GCCARD

GENERAL STATEMENT OF DUTIES: Assists in the management and supervision of the day-to-day operations including staff monitoring and training, program planning and implementation, financial planning and monitoring; assists in monitoring compliance with program requirements and performance goals; works under general supervision; performs related duties as required.

STATEMENT OF TASKS:

Assists in supervising and directing staff;

Assists in assuring compliance with program goals and objectives;

Assists in the development and implementation of program service delivery;

Assists in the preparation of weekly, monthly and quarterly program status reports;

Ensures that the screening, certification and delivery of services to participants are within program guidelines;

Ensures that data entry on the program management information system is timely and accurate;

Assists in the training of staff;

Assists in the development of program activities for social media, branding and volunteer programs;

Assists in the development of professional communications for press releases and other professional communications as needed;

Represents GCCARD at community events and meetings;

Participates in the generation of program resources; and in the design and development of program operating goals, objectives, and protocols;

Provides internal and external representation and acts as a liaison to program implementation and operation;

Perform research on foundations and corporations to evaluate prospects for corporate and foundation grants.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the needs and characteristics of economically disadvantaged persons;

Knowledge of community agencies and resources, which deal with the needs of the economically disadvantaged;

Ability to supervise subordinate employees;

Ability to communicate effectively with groups and individuals orally and in writing;

Ability to prepare and analyze program reports;

Ability to attend work regularly and work under stressful conditions..

MINIMUM QUALIFICATIONS:

Bachelors of Business Administration and 3 years of experience as a supervisor in a local municipality, government agency or a human services based program involving planning, coordination or development;

-OR-

At least 6 years of GCCARD Manager, Supervisor or Coordinator experience;

-OR-

An equivalent combination of education and/or experience deemed acceptable by the Executive Director.

A handwritten signature in blue ink, reading "Anita Galindo", written over a horizontal line.

Human Resources Director

**Established: April 4, 2016
Revised: June 27, 2017
Revised: March 2018
Revised: Aug 28, 2019
Revised: March 22, 2021**