

**EXECUTIVE DIRECTOR
(GCCARD)**

GENERAL STATEMENT OF DUTIES: Administers, directs and supervises all functions of the Community Action Agency including program planning, operation, evaluation, monitoring and reporting; serves at the pleasure of and is directly responsible to the Board of Commissioners; performs related duties as required.

STATEMENT OF TASKS:

Directs, coordinates and implements all aspects of the Community Action Agency, including administrative and programmatic direction, development and interpretation of policy and procedure;
Communicates directly and acts as liaison with government officials, business executives, community groups, officials of grantor and contractor agencies and the media with the purpose of explaining and promoting CAA programs;
Assures full compliance with relevant laws, rules, regulations and grant conditions;
Directs the process of annual and long-range planning and evaluation of programs;
Directs the preparation of grant applications and program plans;
Develops and implements budget and staffing plans;
Identifies areas of program need through program evaluation relative to community need;
Makes recommendations toward the development of community wide anti-poverty strategy;

The class specification 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:

Thorough knowledge of Federal/State/County regulations and law in relation to program operation;
Thorough knowledge of human service delivery systems;
Knowledge of planning and budgeting;
Knowledge of grant and application procedures;
Thorough knowledge of good management principles and the practice of public administration;
Ability to manage and supervise others;
Ability to advocate for the identify needs of low income individuals;
Ability to establish and maintain effective working relationships with staff, government officials, employees, local resource agencies, and the general public;
Ability to prepare and present complex oral and written reports;
Ability to read, interpret and analyze complex materials;
Skill in effective program management and staff leadership.

DESIRED QUALIFICATIONS:

Bachelor's degree and three (3) years of experience in working with low income programs, human services or management, two (2) years of which must be in an administrative or supervisory capacity.

OR

Five (5) years of experience working with low income programs, human services or management, two (2) years of which must be in an administrative or supervisory capacity.

Date Implemented: January 15, 1992


Human Resources Director

Saved to System: June 12, 2006