

HOME MAINTENANCE SERVICES DIRECTOR

GENERAL STATEMENT OF DUTIES: Performs professional duties in the day-to-day operation of the GCCAA Home Maintenance programs including planning and administration; supervises subordinate employees and clients in the program; works under the supervision of the of the Assistant Executive Director; performs related duties as required.

STATEMENT OF TASKS:

Oversees the day-to-day operation of the GCCAA Home Maintenance programs, which includes planning, organizing and administration;
Supervises subordinate employees and clients;
Identifies and develops opportunities for service delivery appropriate for client training;
Reviews individual reports on client progress;
Reviews and authorizes all contracts for program services assuring eligibility;
Prepares and monitors program budget;
Monitors program activities to assure compliance with program goals and objectives;
Authorizes all program expenditures for repair or replacement of tools and equipment;
Responds to public inquiries and complaints regarding the delivery of program services;
Maintains necessary records and prepares necessary reports.

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:

Good knowledge of community resources available to program clients;
Good knowledge of construction and maintenance techniques and skills necessary to operate the GCCAA Home Maintenance Program;
Knowledge of the social and psychological aspects of poverty;
Ability to supervise subordinates and clients;
Ability to plan, organize, monitor and administer a program dealing with skill development;
Ability to deal with the general public effectively;
Ability to follow complex oral and written direction;
Ability to prepare and monitor budgets;
Ability to maintain necessary records and prepare reports;
Ability to maintain good interpersonal relationships;
Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS

Bachelor's degree and three (3) years of experience in program accounting and records control, program administration, human resource management, community education, development of social welfare services or building and construction trades.

Established: April 24, 1998


Human Resources Director