

**South Central Community Action Program, Inc.**  
**Position Description**

**Position Title:** Executive Director

**Department:** Administration

**Pay Grade:** 1

**Reports To:** Board of Directors

**Position Status:** Full-Time/Exempt

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**Purpose of Position**

Directly accountable to the Board of Directors, the Executive Director is the Chief Administrative Officer of the corporation. The Executive Director plans and administrates the organization and its programs in accordance with stated purposes and in compliance with all federal, state, and local regulations while optimizing results in relation to resources. The Executive Director will treat all individuals with dignity and respect, make necessary referrals for clients, and exemplify the South Central Community Action Program, Inc. (SCCAP) commitment to empowering people to reach their potential.

**Essential Duties and Responsibilities**

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Supervises, directs, and evaluates key staff: development consultants, Head Start Director, Fiscal Controller, Director of Operations, Director of Communications and Development, Thriving Connections Coordinator, Growing Opportunities Manager, Quality Assurance and Compliance Manager, Human Resources Manager, and other Directors as relevant, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Overall responsible for approving all hiring, promotion, transfer, and discharge of an employee.
- Responsible to SCCAP's Governing Board to carry out the day to day operations and the work of the organization. Ensure the Board of Directors, Executive Committee, and Officers are kept fully informed on the conditions and operations as well as procedural changes.
- Directs, designates, and implements all programmatic and administrative aspects of the agency. Oversees and is ultimately responsible for the daily activities of the agency; assures legal responsibilities of the agency.
- Maintains a comprehensive knowledge of social policy as relevant to agency activities and development goals. Represents and educates about organizations position with community, legislative, and government stakeholders.
- Interprets and ensures the implementation of adopted policies; provides policy recommendation to the Board of Directors.
- Oversees, prepares, plans, and pursues all appropriate grant possibilities consistent with the SCCAP scope and vision/mission established by the board.
- Serves as Chief Executive Officer of the organization; assures planning function and development directions; oversees personnel functions of agency.
- Coordinates and develops resources for agency programs.

- Responsible for assuring fiscal stability of agency.
- Secures an operable program evaluation system.
- Oversees all publications of the agency.
- Represents the corporation to the community; serves as a general spokesperson to the community, builds and maintains relationship with appropriate community stakeholders.
- Attends and or conducts various meetings, workshops, training sessions, and conferences and serves on numerous committees; interacts with other coordinators, staff, volunteers, and clients; acts as information source, problem solver, and provides suggestions.
- Responsible for random audits of all files, claims, paperwork of the agency; to ensure complete compliance with all Federal, State and Agency regulations and guidelines.

### **Minimum Training and Experience Required to Perform Essential Duties and Responsibilities**

- Bachelors Degree in one of the following; Public Administration, Social Work, Sociology, Non-profit Management or related field plus a minimum of five years' relevant work experience; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills, and abilities.
- Skilled in the use of computers for email, creation, and manipulation of databases, and Microsoft Office.

#### **Special Requirements**

- Must be able to obtain CPR and First Aid Certification within 60 days of hiring. (SCCAP will provide the training).
- Ability to travel locally, regionally, and nationally to attend to daily work demands, meetings, workshops, and conferences.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to use departmental equipment, tools, and materials.
- Ability to exert physical effort in light to moderate work involving lifting, carrying, pushing, and pulling; ability to stoop, kneel, crouch, and crawl; ability to climb and balance; tasks require visual perception and discrimination.

#### **Supervisory Responsibilities**

- Ability to assign, review, plan, and coordinate the work of employees.
- Ability to cultivate and maintain a positive and dynamic agency culture and vision.
- Ability to assess employees' job performance and prepare performance assessments.
- Ability to provide instruction and training and to respond to employee problems and concerns.
- Ability to recommend/approve the selection, promotion, or transfer of an employee.

- Ability to document, recommend, and carry out the coaching and counseling of an employee's job performance.

### **Mathematical Ability**

- Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; ability to perform mathematical operations with fractions; ability to compute discount, interest, profit and loss, ratio, and proportion; ability to measure data and use/utilizes descriptive statistics and statistical theory.

### **Language Ability and Interpersonal Communication**

- Ability to comprehend and correctly use a variety of informational documents including time sheets, contracts, proposals, job applications, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including legislative updates, surveys, federal regulations, MIS, PIR, personnel policies, etc.
- Ability to prepare reports to the Board, statistical/financial reports, press releases, memorandum, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to communicate positively and effectively with Board of Directors, staff, consultants, State officials, elected officials, colleagues, and the general public verbally and in writing; while conforming to all rules of punctuation, grammar, diction and style.
- Ability to respond competently and positively to the culture, traditions, lifestyles, language, and values of each individual, family, and community.
- Ability to maintain the integrity of confidential employment, client, and business information.
- Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information.
- Ability to use independent judgment and principles of rational systems in the performance of tasks.
- Ability to work under stressful conditions, to respond immediately to crisis situations, and to balance priorities within and between offices/departments.
- Ability to maintain personal composure, tactfully handle difficult situations, and interpret questions correctly; ability to behave in a friendly, understanding, helpful, and professional manner with clients and staff.
- Ability to maintain complete, organized, and accurate files for all assigned tasks and program areas, ensuring that the files are in compliance with all Federal, State, and Agency guidelines and requirements.
- Ability to counsel, supervise, and mediate and to persuade, convince, and influence others.
- Ability to advise and interpret the application of policies, procedures, and standards to specific situations. The ability to explain, demonstrate and clarify to others, the understanding of the well-established policies, procedures and standards.

**Environmental Adaptability**

- Ability to work effectively in an office environment.
- Essential functions are regularly performed without exposure to adverse environmental conditions.
- Ability to protect self and others when dealing with aggravated, irate, upset, unstable, violent, and intoxicated persons/clients.

This job description describes the general nature and level of work performed by employees assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The Executive Director may be required to perform other job-related duties as requested by the Board of Directors or its Executive Committee. All requirements are subject to change over time and to possible modifications in order to reasonably accommodate individuals with a disability.

The employee has read the above job description and understands the duties and requirements expected of them. The employee will ask for clarification of those areas that they did not clearly understand. The employee also understands that if he/she continues to have questions or new questions arise, they are immediately to discuss these questions with their immediate supervisor.

Employee's Name: \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board President's Signature

\_\_\_\_\_  
Date