

SOUTH CENTRAL COMMUNITY ACTION PARTNERSHIP (12/15/2022)

JOB DESCRIPTION

POSITION TITLE: Chief Operating Officer

RESPONSIBLE TO: Chief Executive Officer

SALARY LEVEL: Range: INTRO \$31.00 - \$33.50

JOB SUMMARY: The person fulfilling this role will demonstrate knowledge of multiple Community Action Agency programs/services. Position requires working knowledge of Agency's Personnel policies and Agency's processes. Chief Operating Officer must have knowledge of fiscal operations; technical writing and program(s) administration; contract/budgeting monitoring and compliance; records management, broad computer software applications, administrative, and office practices. Must have the ability to work closely with the CEO and CFO. Will assist HR with Agency employee enrollments in employee benefits. The position requires a person with a pleasant, diplomatic, helpful demeanor and sensitivity to handling confidential materials and information. Will plan and implement Agency program activities by negotiating ideas and communicating with the CEO, CFO and Program Directors to assist in forming policies. This employee will use good judgment in carrying out duties with limited or no supervision. Will be expected to plan own work schedule and set priorities following needs of CEO and free to decide how to achieve predetermined results to include long rang projection within the administrative areas.

DUTIES AND RESPONSIBILITIES:

1. Work with chief administrator of the SCCAP to assure the overall corporate management and proper administration of the affairs of the SCCAP.
2. Have a working knowledge of all programs of SCCAP
3. Shall be expected to attend all Board meetings and attend committee meetings upon request of the CEO.
4. Assists Program Coordinators and supervisors with an orientation of SCCAP policies and procedures to new staff when assigned.
5. Assist CEO and HR with monitoring employee files to ensure documents required are current, including performance evaluations, staff career development plans, EAN notices, and pertinent information of personnel needed updates.
6. Assist CEO with supervision of all senior staff and non-senior staff and delegate responsibilities of same to staff. Provide training and/or assistance to staff as needed to facilitate program implementation and career development

7. Maintains complete confidentiality of sensitive issues and information involving agency programs, business, and/or personnel that may be obtained through performing job responsibilities.
8. Assist CEO & CFO as Agency's local point of contact regarding personnel issues and adherence to the Personnel Policy Manual. These issues may include: recruitment, hiring, staff development, employee discipline, EEO/Affirmative Action, job classification, and compensation, procedures, worker's compensation, etc.
9. Assist in research and develop proposals for grants, contracts, foundations and other available funding sources appropriate to the purposes and needs defined by the SCCAP Board of Directors.
10. Maintain good public relations in the community, working with news media and service groups and have speaking engagements with various groups and public agencies advocating the needs of economically disadvantaged, disabled and elderly individuals as well as that of the general public.
11. Have complete knowledge and understanding of all financial policies, procedures and duties. Including but not limited to: payroll, benefits and all required payroll taxes and reports; accounts payable; cash management; all monthly, quarterly, annual and reimbursement reports; program and agency budgets, the annual audit; compliance with all state, federal and contract requirements
12. Have a working knowledge of 2 CFR 200 and all other regulations applicable to SCCAP programs
13. Perform liaison with Community, State, Regional and National levels.
14. Assist with agency fundraisers and special events.
15. Performs other duties as assigned.

ESSENTIAL REQUIREMENTS:

1. Associates, Bachelors, or Masters Degree in Social Services, Business Management, Public Administration or a related field preferred; commensurate work, educational, and training experience given full consideration.

2. Three to four years of management, supervising personnel
3. Three years of direct accounting and budgeting experience
4. Experience working with vulnerable populations, government funded programs, and public relations including group presentations preferred.
5. Experience developing, implementing, and managing grant funded programs including all aspects of grants administration, purchasing, billing, budgeting, internal monitoring, and grant and government compliance.
6. Ability to organize time and projects of diverse nature and meet deadlines.
7. Demonstrates proficiency with Microsoft Office including Publisher and with Facebook.
8. Must possess personable, pleasant, and tactful communication skills required to interact with various contacts and situations, including communications with Board members, program coordinators, staff, and clients.
9. Must successfully pass employment drug screening programs, accept drug-free employment practices of the Agency and pass a background screening.
10. Must maintain a current, valid Idaho driver's license, be willing to travel when necessary on Agency business at Agency reimbursement rates.
11. Possess a neat, professional appearance.
12. Must demonstrate the ability to function with limited supervision.
13. Must possess excellent written and verbal communication skills.

ADDITIONAL QUALIFICATIONS:

1. Have the willingness to advocate on behalf of low-income groups.
2. Demonstrates strong problem solving and critical thinking skills
3. Have the ability to compile data and carry out a prescribed action concerning the information
4. Have the ability to perform essential duties efficiently and accurately, with or without reasonable accommodation and without posing a direct threat to the safety of self or others.

I have explained, in detail, the duties and responsibilities of this position to this employee.

Immediate Supervisor's Signature

Date

I have read this Job Description and understand its requirements.

Employee's Signature

Date