

WEBB COUNTY REQUEST FOR QUALIFICATIONS

JOB TITLE: EXECUTIVE DIRECTOR OF C.A.A
DEPARTMENT: WEBB COUNTY COMMUNITY ACTION AGENCY
REPORTS TO: WEBB COUNTY COMMISSIONERS COURT

BASIC FUNCTIONS AND RESPONSIBILITY: The Executive Director plans, develops, administers all agency programs polices, practices, procedures; provides leadership, development of all program directors and administrative staff; develops, coordinates and manages budgets and reports for all program areas; ensures that all program guidelines are in compliance with established local, state, federal contracts. In addition, the Executive Director provides coordinated management thru the establishment of program goals and objectives for the agency and programs within, as well as the clarification and evaluation of these goals. The Executive Director promotes, facilitates, and fosters communication within the Advisory Board, agency, departments, and community it serves. The Executive Director is directly responsible to the County Commissioners Court, with direction, guidance, supervision channeled thru the CAA Advisory Board.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Develops, plans and maintains polices, practices and procedures for the timely and most effective delivery of programs and services.
2. Provides leadership in developing program and organizational plans with the staff, Advisory Board, Commissioners Court.
3. Ensures that the agency has long range strategy which achieves its mission, and toward which it makes consistent and timely progress; sets appropriate priorities of needs and services to be provided.
4. Prepares appropriate program budgets and subsequently adheres to them, utilizes finances, facilities, equipment, materials, etc to minimize costs; actually practices cost containment.
5. Evaluates how well goals and objectives have been met thru systematic reviews; implements remedial measures when necessary.
6. Demonstrates quality of analysis and judgment in program planning, implementation and evaluation.
7. Complies with established policies, procedures and directives; conducts department functions in accordance with applicable laws, statutes and regulations.

8. Identifies problems and acts to rectify them by employing analytical thinking and sound judgment.
9. Responsible for preparing all departmental budgets.
10. Ensures that accurate records are kept and maintained for all program areas.
11. Establishes and makes use of an effective management team.
12. Maintains appropriate balance between administration and programs.
13. Promotes cooperation and team work among employees; establishes high standards of conduct and job performance for staff; maintains open communication channels; delegates work effectively; leads by example.
14. Ensures that job descriptions are developed, and regular performance evaluations are held and documented.
15. Encourages staff development and education.
16. Maintains a climate which attracts and motivates a diverse staff of top quality people.
17. Assures adequate control and accounting of all funds.
18. Works closely with Advisory Board to ensure that agency operates within budget, program guidelines.
19. Requires little work direction; exhibits persistence and initiative; puts forth a consistent, energetic effort; assumes full and complete responsibility for accomplishment of agency functions.
21. Serves as an effective spokesperson for the agency; has good, sound, working relationship with Advisory Board and Commissioners Court.
22. Treats all with respect, dignity and creates an atmosphere of mutual respect and trust; fosters leadership in others; creates an environment in which others feel ownership for results and feel comfortable to take action to achieve desired results.
23. Works well with Advisory Board and Commissioners Court as a whole.
24. Provides appropriate, adequate, and timely information to the Board and Court.
25. Sees that the Board and Court are kept informed on the condition of the agency and all important factors influencing it.
26. Possesses realistic knowledge and competence of the field and keeps current on technical, professional principles, practices, and standards.
27. Maintains professional demeanor on a consistent basis.

28. Assesses issues and problems; discusses situations based on merits of cases presented; personal loyalties, biases, etc, do not influence agency, program decisions; personal decisions are made on basis of equal opportunity and objective job-related criteria.
29. Adapts well to change, both internally and externally.
30. Represents the agency in community projects.
31. Performs any and all duties as assigned by Commissioners Court.

SUPERVISION RECEIVED: Receives authority, direction and guidance from Commissioners Court and Advisory Board; is accountable for decision-making relative to such authority.

SUPERVISION EXERCISED: Executive Director is responsible for program directors and administrative personnel.

QUALIFICATION STANDARDS: Bachelors Degree required; Masters Degree Preferred.

EXPERIENCE:

At least 5 to 10 years administrative / management experience working with project development, grant writing, budgets, performance-based standards, community programs; leadership projects.

SKILLS AND ABILITIES:

- Good, strong communication skills with some public speaking experience; must demonstrate good oral, written, interpersonal skills.
- Good writing skills.
- Must have good computer working knowledge in MS word, excel, power point and other software programs and applications.
- Must be able to handle multiple tasks
- Must be strongly motivated; self-starter; detailed-minded; organized.
- Must be committed to the County and agency's philosophy and mission.

**WEBB COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND
COMPLIES WITH THE AMERICAN WITH DISABILITIES ACT.**

