



CERTIFIED
NOVEMBER 19 2019
By Webb County
Civil Service Commission

Deputy Director

Community Action Agency

Grade/Step: TBD
Pay Grade: TBD

JOB SUMMARY

Responsible for assisting the Executive Director with the planning, developing, administering of all agency program policies, practices, procedures; provides leadership, development of all program directors and administrative staff.

MAJOR DUTIES

- Assists the Executive Director in the development, planning and maintenance of policies, practices and procedures for the timely and most effective delivery of programs and services.
- Assists the Executive Director in the provision of leadership in developing program and organizational plans with staff, Advisory Board, Commissioners Court.
- Assists the Executive Director to ensure 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.
- Assists the Executive Director in the preparation of appropriate program budgets and subsequently adheres to them, utilizes finances, facilities, equipment, materials, etc. to minimize costs; actually practices cost containment.
- Assists the Executive Director in the evaluation of how well goals and objectives have been met thru systematic reviews; assists the Executive Director in the implementation of remedial measures when necessary.
- Assists the Executive Director to comply with established policies, procedures and directives; assists the Executive Director to conduct department functions in accordance with applicable laws, statutes and regulations.
- Assists the Executive Director in the identification of problems and acts to rectify them by employing analytical thinking and sound judgment.
- Assists the Executive Director in the preparation of all departmental budgets.
- Assists the Executive Director to ensure that accurate records are kept and maintained for all program areas.
- Assists the Executive Director to maintain appropriate balance between administration and programs.
- 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.
- Assists the Executive Director to ensure that job descriptions are developed; and regular performance evaluations are held and documented.
- Requires little work direction; exhibits persistence and initiative; puts forth a consistent, energetic effort; assumes full and complete responsibility for accomplishment of agency functions.
- Serves as an effective spokesperson for the agency.
- 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.
- Possesses realistic knowledge and competence of the field and keeps current on technical, professional principles, practices, and standards.
- 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.
- Adapts well to change, both internally and externally.
- Performs any and all duties as assigned by the Executive Director.

KNOWLEDGE REQUIRED BY THE POSITION

- 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.

SUPERVISORY CONTROLS

Receives authority, direction and guidance from the Executive Director; is accountable for decision-making relative to such authority.

GUIDELINES

Guidelines include County and department policies and procedures, as well as governmental and non-governmental grant requirements to be followed throughout implementation phase. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of assisting the Executive Director in the provision of 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 purpose of this position is to promote, facilitate and fostering communication within the Advisory Board, agency, departments and community it serves.

CONTACTS

- Contacts are typically with coworkers, representatives of granting agencies, elected and appointed officials and the general public.
- Contacts are typically to exchange information, resolve problems, provide services and justify, defend and negotiate matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed in an office, but may require work be performed outdoors as needed, occasionally in inclement weather.
- Must be able to sit or stand for prolonged periods of time.
- The employee may be occasionally required to lift light objects.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

The Deputy Director is responsible for supervising program directors and administrative personnel.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree from an accredited college or university in a course of study related to the occupational field.
- Must have three years of related experience; preferred

OTHER REQUIREMENT/INFORMATION

- Must possess a valid and current driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position *is not covered* under Civil Service; however, all other Webb County policies apply.

ACKNOWLEDGEMENT

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

Employee's Signature

Print Name

Date

Supervisor's Signature

Print Name

Date