



Community Action Agency Director

Community Action Agency

CAA/1
Pay Grade: 25

JOB SUMMARY

This position is responsible for directing the operations of the county's Community Action Agency.

MAJOR DUTIES

- Directs and supervises the Community Action Agency (CAA) daily operations and programs, including Meals-on-Wheels, Rural Transportation, Elderly Nutrition, Comprehensive Energy Assistance, Community Social Service Block Grant, Self-Help Center, and other projects.
- Prepares and manages CAA program budgets.
- Participates in the preparation of grant applications for submission to public and private funding agencies.
- Administers and implements grants.
- Monitors grant budgets, expenditures and specifications.
- Maintains compliance with all contracts and all agency administrative procedures.
- Collects and analyzes grant applications and actions.
- Prepares periodic grant reports and proposals.
- Keeps Commissioners Court informed of activities between service centers and program departments.
- Coordinates with funding agencies to ensure that all program requirements are met.
- Evaluates performance of all community programs to ensure meeting goals and objectives.
- Trains, assigns, directs, supervises, evaluates and disciplines personnel.
- Performs any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the principles and practices of public administration.

- Knowledge of planning and development principles and practices.
- Knowledge of grant development and management principles.
- Knowledge of economic development principles.
- Knowledge of relevant federal and state laws, county ordinances, and department policies and procedures.
- Knowledge of computers and job-related software programs.
- Skill in management and supervision.
- Skill in problem solving.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communication.
- Ability to communicate in English and Spanish.

SUPERVISORY CONTROLS

The supervisor assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include county and agency policies and procedures as well as governmental and non-governmental grant requirements. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied administrative, supervisory, and management duties. The variety of duties contributes to the complexity of the position.
- The purpose of this position is to direct the operations of the Community Action Agency. Successful performance helps ensure the efficiency and effectiveness of agency operations.

CONTACTS

- Contacts are typically with coworkers, elected and appointed officials, attorneys, representatives of granting agencies, engineers, architects, representatives on non-profit agencies, recipients of services, and the general public.

