

Community Action Agency Director

Community Action Agency

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.

CAA/1

Pay Grade: 25

- 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.

• Contacts are typically to exchange information, motivate persons, negotiate matters, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over assigned personnel.

MINIMUM QUALIFICATIONS

- Graduation from an accredited college or university with a Bachelor's degree in a related field.
- A minimum of five (5) years of work experience managing social services or related programs with at least three (3) years of work experience in writing grants, and/or preparing, administering, reviewing, and overseeing program budgets; three (3) years of work experience in a supervisory capacity.

OTHER REQUIREMENT/INFORMATION

- Must possess a valid and current Texas 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