


JOB DESCRIPTION
Administration Associate Director

- | | |
|--|------------------------------|
| 1. Little Dixie C.A.A | 2. Program: Administration |
| 3. Reports To: Executive Director | 4. Title: Associate Director |
| 5. Grade: 10 | 6. Date: December 2015 |
| 7. Approved By: Rebecca Reynolds  | 8. Status: Exempt |

JOB SUMMARY:

The Associate Director will assist the Executive Director in administering programs operated by the agency so that a smoothly functioning process is established within the framework of the budget and in the interest of the participating agencies.

DUTIES AND RESPONSIBILITIES:

1. When so assigned, oversees general operations of the Agency and acts on behalf of the Executive Director during the absence of the Executive Director
2. Interprets and advises Agency personnel of current policies and directives
3. Assists in preparing refunding applications for programs under his/her supervision
4. Reviews program operations, performance, budgets etc., and reports the same to the Executive Director
5. Coordinates with Program Directors to ensure compliance with program objectives and reporting requirements
6. Coordinates the efforts of the programs under his/her supervision with those of other related programs within the Agency and in other agencies
7. Performs such other duties as may be assigned by the Executive Director

SUPERVISORY RELATIONSHIP:

The Associate Director reports directly to the Executive Director and will exercise supervision over specifically assigned program directors and/or other Agency personnel.

QUALIFICATIONS:

1. A degree in business or public administration with programmatic and administrative experience required.
2. Four years of experience in the field of management may be substituted for the college degree.

MENTAL AND PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

1. Constantly must be able to sit/stand in a stationary position 50% of the time.
2. Frequently must be able to move about inside the office to access file cabinets, office machinery, etc.
3. Frequently must operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
4. Frequently must communicate with staff and others who have inquiries about the program and must be able to exchange accurate information in these situations.
5. Able to see and read PC screens; detect color coding, read fine print, and/or normal type size print.
6. Ability to understand, remember, and apply oral and/or written instructions or other information.
7. Make appropriate job decisions following standard office policies and past precedents.
8. Think through the consequences of a decision prior to making it.
9. Ability to make decisions which have moderate impact on the immediate work unit and monitor impact outside immediate work unit.
10. Ability to complete routine forms, use existing form letters and/or conduct routine oral communication.
11. Ability to add, subtract, multiply, divide and to record, balance, and check results for accuracy.
12. Occasionally must move/carry items weighing up to 30 pounds.

I have read and understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.

Little Dixie Community Action Agency, Inc. is an Equal Opportunity provider and employer. The functions, qualifications, requirements, and physical demands listed in this job description represent the essential functions of the job, which the employee must be able to perform either with or without reasonable accommodation. As an equal opportunity provider and employer, LDCAA will make reasonable accommodations to enable individuals with disabilities to perform their job duties/functions. The listed job functions, duties and responsibilities do not necessarily include all activities that the employee may perform. Nothing herein restricts management's right to assign or reassign duties and responsibilities to this job at any time. This position is exempt from the provisions of the Fair Labor Standards Act and its amendments.

I certify that I understand and accept the responsibilities and duties of this position.

Employee Signature

Date

Employee Name (Printed)