

POSITION SPECIFICATION

POSITION TITLE: CDP Executive Director
POSITION SPECIFICATIONS: Exempt, Monday-Friday, 35 hrs/wk
SALARY RANGE: \$70,000 - \$75,000 (annual salary)

QUALIFICATIONS:

Minimum of Bachelor's Degree in Business Administration or Human Services field from an accredited college or university or course work in the same and a minimum of four years experience in administration, including at least two years of supervisory experience. A valid New York State driver's license is required.

POSITION SUMMARY:

Under the general supervision of the Board of Directors of CDP, the Executive Director shall have the administrative responsibility for carrying out the broad point Community Action Program for St. Lawrence County in all phases of operation. This shall be done in accordance with the objectives and policies of CDP and all funding sources. Works in conjunction with the Head Start Policy Council. **Due to the nature of this position, a hybrid remote work situation may be considered at the discretion of management.**

CRITICAL ELEMENTS:

1. Should have an understanding of the causes/effects of poverty and the methods of combating poverty in a rural county.
2. Must possess the administrative skills for working with a Board of Directors and committees, as well as residents and groups in low-income areas of the county.
3. Must possess a practical knowledge of qualifications needed for employees who will be working with non-professionals, volunteers and families who have low income.
4. Must be familiar with various technical areas, community patterns and characteristics, particularly low-income areas, public relations, community organizations, grant writing and research techniques.
5. Must monitor and analyze reports submitted by program managers that effect programs and the agency.
6. Must ensure that programs meet regulations of funding sources and applicable regulations that govern a variety of programs.
7. Must develop and implement a planning system, which establishes overall program goals and objectives. Generates a work plan and reporting system for delivery and documentation of all CDP services.
8. Must oversee day-to-day administration, management, and supervision of CDP.

DUTIES:

1. Execute the policies determined by the Board of Directors of the agency.
2. Report program progress to the Board of Directors and designated committees; prepare/oversee grant applications and assist Fiscal Officer with budgets.
3. Hold regular Program Manager meetings for the purpose of planning, reviewing and implementing goals and objectives of the programs within the agency.
4. Responsible in conjunction with the Fiscal Officer for all financial operations within the agency, including, but not limited to:
 - a. Monthly budget and program reports
 - b. Annual budget report

- c. Budget development with the Finance Committee and Head Start Policy Council.
- 5. Represent the total agency at:
 - a. Monthly and annual meetings of the CDP Board of Directors and Head Start Policy Council
 - b. Committee meetings
 - c. Other appropriate meetings and/or functions which impact CDP and its programs
 - d. Speak to community groups about CDP and its programs.
- 6. Responsible for the hiring, firing, and transferring of employees; considering the recommendation of the appropriate program managers.
- 7. Work with appropriate CDP Board Committees to develop and implement agency policies and procedures.
- 8. Maintain a year-round working relationship with pertinent funding and community organizations.
- 9. Keep informed of developments and trends in operation and be alert to changing community needs, communicating such information to the Board of Directors and Policy Council.
- 10. Attend local, state, regional, and national meetings, conferences, and workshops related to administrative development and greater knowledge of programs within the agency.

This job description is not intended to be all-inclusive. The CDP Executive Director will perform other reasonably related business duties as necessary.

This organization reserves the right to revise or change job duties or responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

Employee Signature

Date

Print Name

Revised: February 23, 2023

Board of Directors Approval: March 15, 2023