

Community Development Director

REPORTS TO: CEO

FLSA STATUS: Exempt

STATUS: Full-Time, 52 weeks, 40 hours per week

SAFETY SENSITIVE: Yes

Job Summary:

Responsible to assure program management of assigned programs, including planning and developing, facilitating, providing and monitoring a comprehensive program, within the Community Partnerships and Early Head Start Programs.

Essential Functions:

The Community Development Director will ultimately be evaluated on a combination of skills, dispositions and behaviors, some of which are related to the specific service area of this position and others that represent general expectations of all our agency employees.

The Community Development Director responsibilities chiefly fall within the following essential functions, although s/he may perform other tasks and/or duties as assigned. The Community Development Director will demonstrate competency to perform essential functions that include:

- Exercises supervision over assigned staff gives input in the hiring, suspending recalling and discharging of employees and carries out employee performance evaluations in accordance with personnel policies.
- Plan, develop and oversee implementation of EHS Program objectives and goals.
- Plan, develop and oversee implementation of Home Base Program objectives and goals.
- Plan, develop and oversee Community Partnerships content objectives and goals.
- Implement HR, Accounting, & IT systems.
- Establish recordkeeping and monitoring systems to assure program quality.
- Attend and/or facilitate meetings to meet the needs of the agency.

Minimum Requirements:

- Bachelor's Degree (Related field preferred), Master Degree Preferred. All education must be from an accredited institution.
- Employee must have experience in program development and/or community service, working in Pinal and Gila counties, assisting families in obtaining resources, directing committees and workgroups, grant or proposal writing, working with low income, and culturally/linguistically diverse families.
- Requires advanced skill in using Excel, PowerPoint, Word, Access, Internet and email.
- Health Questionnaire is required at hire and will be updated every 3 years.
- Arizona's driver's license, proof of insurance, fingerprint card, Social Security card, and as needed provide a vehicle for program business.
- Employee must be able to speak, read, write, and understand English.

Knowledge, Skills, and Abilities:

- Knowledge in principles, current trends, current economic issues, forecasting, environmental scans in Community Development, policies, procedures.
- Knowledge in methods and techniques associated with conducting research and processing/disseminating information, process of governmental contract procurement, Arizona Department of Health Services Office of Child Care Licensure, cultural/ethnic diversity and family dynamics.
- Demonstrate very high reasoning ability, excellent organizational skills; prioritize a complex work load, and function as an effective team member to build productive, collaborative relationships in order to achieve program goals and objectives.
- Exceptional oral (to include public speaking) and written communications, able to apply current research literature, relevant laws, regulations/policies, able to work independently/collaboratively under critical time frames and work with complex and sensitive information.
- Knowledge of monitoring, supervision, legal requirements, and Head Start Performance Standards required.
- Demonstrate an understanding of the CPS reporting system, signs and symptoms of child abuse and neglect.

Physical Requirements:

Able to perform the following physical requirements of the position with or without reasonable accommodation: critical sensory requirements include general vision; specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Hear or listen in the normal range (corrected) and speak and give directions clearly. Able to walk, sit, stand, kneel, crouch, crawl, reach, lift, carry, push, pull or otherwise move objects up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Working Conditions:

Work is performed in a classroom/office setting where minimal exposure to injury exists. Hours of work will generally be during regular business hours and average at least 40 hrs per week. There will be work variations in work hours due to employee special projects, deadlines, and other concerns. PGCCS employees have the possibility of exposure to blood or other potentially infectious materials through collateral duty to their routine work assignments, such as rendering first aid if need arises, and seldom exposure to vibration, toxic conditions, odors, dust, mold and poor ventilation.

Acknowledgment:

This job description describes the general nature and level of work performed. The employee may be required to perform other job-related duties. All requirements are subject to change over time. I am fully qualified for this position, and can perform the duties as described. I understand that PGCCS is an Affirmative Action/EEO/At-Will Employer and that PGCCS reserves the right to revise this job description as necessary.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job and my questions have been answered thoroughly

Employee Signature

Date