

## Deputy Chief Executive Officer

**REPORTS TO:** CEO

**FLSA STATUS:** Exempt

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

**SAFETY SENSITIVE:** Yes

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### **Job Summary:**

DCEO is responsible for assisting the CEO with managing and directing the organization towards its primary objectives, based on Agency mission statement and goals, by performing the essential functions and responsibilities personally or through subordinate managers.

### **Essential Functions:**

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

1. Directs preschool head start staff in various aspects of program and budget development for the organization including; establishing policies, recommending budgets, establishing control systems within each department; and keeping management staff informed of program service status on a regular basis.
2. Plans, coordinates, assigns, and monitors performance and coaches, counsels, mentors, trains, and advises content experts with respect to policy matters and for the dual goals of meeting program goals and employee career development.
3. Manages projects and policy issues by conducting complex research and works with coordinators and directors for the purpose of assigning and/or coordinating projects and programs and resolving issues.
4. Advises the chief executive officer on matters pertaining to department functions.
5. Assists in the development and enforcement of policies, procedures, and standards for the Agency; recommends improvement.
6. Reviews, prepares and presents program reports, etc.
7. Organizes, directs and coordinates the collection of information pertinent to PGCCS's programs and/or departments.
8. Serves as a member of various committees/teams and collaborates, persuades, and negotiates with others outside own work area to coordinate efforts and maintain cooperative and efficient relations.
9. Negotiates or supervises contract negotiations, assures that contracts are properly executed in accordance with laws, limitations, etc.
10. Attends and/or conducts various project meetings and workshops.
11. Manages facilities of Agency.
12. Pursues funding sources and assists in the preparation of grants as appropriate.

### **Minimum Requirements:**

- Bachelor's degree in Management, Business, Early Care and Education or a closely related field. Masters preferred. All education must be from an accredited institution.
- Ten years' experience with a family centered, community based, not for profit organization that provides opportunities for children, families and communities or equivalent combination of education and experience.
- Eight years managing personnel who have supervisory responsibilities.
- Six years directing committees and workgroups, Six years developing, writing and maintaining grants, budgets and fund accounting, Six years working with low income, culturally and linguistically diverse families,
- Five years providing T/TA and consultation services to early childhood programs.
- Advance computer skills in word processing, internet, and email.
- Arizona's driver's license, proof of insurance, fingerprint card, and Social Security card, and provide a vehicle for program business.
- Health Questionnaire is required at hire and will be updated every 3 years.
- Employee must be able to speak, read, write, and understand English.

**Knowledge, Skills, and Abilities:**

- Possess knowledge in Principles, current trends, leadership principles, business management, early care, education, strategic planning, and the 21st century organization, as well as knowledge in Head Start, Early Head Start, Early Intervention, Child Protective Services, and Arizona Child Care regulations/standards.
- Knowledge of; Head Start Procedure Standards, ECSE, and ADE regulations required.
- Possess excellent oral (to include public speaking) and written communications required.
- Knowledge of Child Development Associate (CDA) credentialing process, NAEYC accreditation, Head Start Procedure Standards, Head Start Early Learning Framework and CLASS required.
- Demonstrate the understanding of 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 lbs., 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.

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Employee Signature

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Date