

Serving Clarke, Decatur,
Lucas, Monroe, and
Wayne Counties, Iowa

South Central Iowa Community Action Program, Inc.

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Chariton, Iowa 50049
Telephone: (641) 774-8133
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Jim Smith, Executive Director

“SCICAP”
“A Community Action Agency “
Equal Opportunity Employer

Position Description

POSITION: Executive Director

HOURLY __ FLSA EXEMPT _X_

REPORTS TO: SCICAP Governing Board of Directors

DIRECTLY SUPERVISES: Head Start Director, Directs and assigns Human Resource duties , Community Services Director, Weatherization Director, and Administrative Secretary, and other SCICAP entities

PRIMARY WORK LOCATION: Central Office – Chariton, Iowa

PRIMARY DUTIES AND RESPONSIBILITIES:

- Support the Agency’s mission, vision, values, policy and procedures by exhibiting the following behaviors: excellence and competence, collaboration, innovation, commitment to the community, accountability and ownership
- Responsible for directing all Agency operations in accordance with the policies and procedures enacted by the Governing Board of Directors
- Consult and plan with the administrative staff and directors, private, local, state and federal agencies and community leaders on the development of various programs
- Facilitate the strategic planning process and ensure the development of a comprehensive strategic plan with measureable goals and outcomes
- Regularly monitor and report progress achieved on strategic plan goals and outcomes to the Governing Board of Directors
- Summarizes and communicates organizational achievements and results to the Governing Board of Directors, project staff, funders and the community
- Encourage and develop ideas which can be formulated into effective programs designed to help the community alleviate poverty
- Serves as the official spokesperson for the Agency with the media, guides subordinate staff in strategic communications and assists in the development of public relations materials
- Monitor financial statements and data to assure the agency remains financial strong, reporting any concerns to the Governing Board of Directors
- Ensure a highly competent staff is recruited and maintained, and that any performance issues are promptly and professionally addressed
- Accountable for the overall management and leadership of the Agency, including the facilities, equipment, financial resources and human resources
- Other responsibilities as assigned by Governing Board of Directors

MINIMUM QUALIFICATIONS

- Education/Experience
 - B.S. or B.A. in human services, public administration or business administration with five years administrative experience, including directing or managing a public or private non-profit or human services program or at least ten years leadership experience at a Community Action Agency.
- Specialized Knowledge Required
 - Planning and Program Development
 - Coordination of community resources to reduce the effects of poverty
 - Knowledge of grants for all programs
 - Knowledge of fiscal operations and budgeting
- Skills and Abilities Required
 - Organizational skills
 - Supervisory skills
 - Ability to maintain confidentiality
 - Basic computer skills – must be able to learn to effectively use computers, electronic devices and databases
- Working Conditions
 - Must be able to work effectively in an office environment and within the community
 - Must be willing to work the hours required to meet deadlines and fulfill strategic requirements
- Travel Requirements
 - Must have reliable transportation and associated insurance
 - Must be willing to attend training and overnight sessions, as necessary
- Physical Requirements
 - The person in this position frequently communicates with community members, staff and the Governing Board of Directors, both one-on-one and in larger groups, regarding Agency programs
 - The person in this position needs to occasionally move inside the office to access file cabinets, office machinery, etc.
 - Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions
- Language Requirements
 - Must demonstrate excellent communication skills in English, both oral and written

Mission Statement for SCICAP: In collaboration with community partners, the mission of South Central Iowa Community Action Program is to provide advocacy and services for persons striving for economic security while preserving their dignity, and bring about change for the benefit of the people we serve and the community at large.

ACKNOWLEDGEMENT OF RECEIPT

My signature below acknowledges that I have received, read and understand the above job description.

Signature

Date