

SIERRA COUNTY CHILD ABUSE COUNCIL(SCCAC) dba

High Sierras Family Resource Center

Job Description

Executive Director

TITLE: Executive Director
HOURS: 30 – 40 Hours per week
SUPERVISOR: SCCAC Board of Directors

SUMMARY

The responsibilities of the Executive Director include the implementation and oversight of all policies, protocols, and activities of the Sierra County Child Abuse Council, and representing the agency to government agencies, community groups, partners, funders and the public. The Executive Director is responsible for the management of: personnel, programs and their development, implementation and evaluation; contract administration, grant writing and monitoring; and the fiscal issues of budget development and maintenance.

OVERALL GOALS

1. Promote the vision, mission, and the purpose of the agency.
2. Represent the SCCAC in all contacts with agencies, clients and community members.
3. Comply with all federal, state, local, and grant/contract requirements.

DUTIES

These duties include the above overall goals, and are not limited to the following:

1. Supervise program and administrative personnel pursuant to SCCAC's Personnel Policies and through regular staff meetings and evaluations, which include staff development plans.
2. Direct and oversee all SCCAC programs and Family Resource Center workshops and events.
3. Manage bookkeeping responsibilities including annual audit of SCCAC records.
4. Maintain good public relations through newspaper articles, posters, brochures, community events, agency contacts/grants, and CAC sponsored trainings and meetings.
5. Compile monthly board meeting reports including agenda (with direction from CAC Chairperson), minutes, and all necessary QB reports to be included in permanent agency record.
6. Ensure that research and writing of grant applications for continued sustainability of CAC and FRC programs occurs.
7. Ensure all grant reports are submitted in a timely fashion.
8. Oversee management of contract/grant programs:
 - Solicit RFP's
 - Process programs for Council approval.
 - Present programs to Council in absence of program coordinator.
 - Administer funds to approved programs.
 - Track approved programs
9. Assist programs in meeting grant requirements.
10. Recruit Board members and maintain current Board list.

11. Recruit, hire, and train new staff or contractor positions as needed.
12. Identify insurance needs and maintain coverage.
13. Develop and maintain FRC protocols.
14. Ensure compliance with all generally accepted auditing standards and funder's requirements.
15. Fiscal Oversight Responsibilities:
 - Deposits and disbursement of funds
 - Prepare an annual budget.
 - Maintain adequate and correct accounts of the corporation.
 - Prepare for the Board of Directors, a monthly financial statement, including a profit and loss statement and balance sheets.
 - Keep an updated W-4 form on file for each employee.
16. Other duties as assigned or dictated by a new grant.

Qualifications:

1. Be at least 18 years of age.
2. B. S. in Social Work, Psychology, or a related field, preferred, and at least 5 years of directly related experience.
3. Must be able to travel throughout the county, and outside the county as required.
4. Must be able to carry out the duties identified in this job description.
5. Demonstrate knowledge of community resources, their referral processes, and services provided.
6. Knowledge of Sierra County and local area resources.
7. Demonstrate knowledge of, and empathy for, low income and diverse population groups.
8. Demonstrate knowledge and the practical application of effective communication and motivation skills.
9. Bilingual Spanish recommended.

I. ESSENTIAL FUNCTIONS (ADA)									
PHYSICAL REQUIREMENTS: Prevention Program Specialist									
Frequency: This factor includes the frequency to which the task appears while performing the overall job.									
A=Rarely (Once or twice, or never performed)				E=Daily (From 0-1 hours per day)					
B=Seldom (On a quarterly to yearly basis)				F=Daily (From 1-4 hours per day)					
C=Occasionally (On a monthly/bi-monthly basis)				G=Daily (From 4-8+ hours per day)					
D=Frequently (On a weekly basis)									
ACTIVITY			FREQUENCY						
			A	B	C	D	E	F	G
1	CLIMBING	Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like using feet and legs and/or hands and arms.			X				
2	STOOPING	Bending body downward and forward by bending spine at waist.					X		
3	KNEELING	Bending legs at knee to come to rest on a knee or knees.					X		
4	CROUCH	Bending the body downward and forward by bending leg and spine.					X		
5	CRAWLING	Moving about on hands and knees or hands and feet.				X			

6	REACHING	Extending hand(s) and arm(s) in any direction.						X	
7	STANDING	Standing for long periods of time.			X				
8	WALKING	Moving about on foot.						X	
9	SITTING	Sits for extended periods of time.							X
10	PUSHING	Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.					X		
11	PULLING	Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.					X		
12	FINGER DEXTERITY	Picking, pinching, typing, or otherwise primarily working with fingers rather than the whole hand or arm.							X
13	GRASPING	Applying pressure to an object with the fingers and palm.							X
14	FEELING	Perceiving attributes of objects, such as size, shape, temperature, texture, by touching with skin					X		
15	TALKING	Expressing or exchanging ideas by means of the spoken word.							X
16	HEARING	Receive detailed information through oral communication.							X
17	BALANCING	Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces (exceeds that needed for ordinary locomotion and maintenance of body equilibrium).			X				

II. ESSENTIAL FUNCTIONS (ADA)								
<i>VISUAL REQUIREMENTS: Prevention Program Specialist</i>								
Frequency: This factor includes the frequency to which the task appears while performing the overall job.								
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ACTIVITY		FREQUENCY						
		A	B	C	D	E	F	G
1	Work performed requires the ability to see distances under 12 inches.							X
2	Work performed requires the ability to see at an arm's length.							X
3	Work performed requires the ability to see distances over 20 feet.							X
4	Work performed requires the use of both eyes (field of vision).							X
5	Work performed requires the ability to distinguish basic colors.							X
6	Work performed requires the ability to distinguish shades of color.							X
7	Work performed requires depth perception.							X

OTHER FUNCTIONAL REQUIREMENTS:

ACTIVITY		FREQUENCY						
		A	B	C	D	E	F	G
1	Operates truck, tractor motor vehicle, forklift or other moving equipment.						X	
2	Repetitive use of foot control	right only					X	
		left only					X	
		both					X	
3	Repetitive use of hands.	right only					X	
		left only					X	
		both					X	

III. ESSENTIAL FUNCTIONS (ADA)

WORKING CONDITIONS: Prevention Program Specialist

Frequency: This factor includes the frequency to which the task appears while performing the overall job.

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ACTIVITY		FREQUENCY						
		A	B	C	D	E	F	G
1	Works outside in various types of weather.				X			
2	Works inside.							X
3	Works in extreme cold, below 32 degrees F, for more than 1 hour.	X						
4	Works in extreme heat, above 100 degrees F, for more than 1 hour.	X						
5	Worker is subject to vibration (oscillating movements of the extremities or whole body).	X						
6	Works in excessive humidity.	X						
7	Works in a dry atmosphere.	X						
8	Works in environment with constant noise (to cause worker to shout to be heard).	X						
9	Exposed to dust.			X				
10	Exposed to silica.			X				
11	Exposed to fumes, smoke, or gasses (anesthetic gasses, ethylene oxide, etc.)	X						
12	Exposed to grease and oils (air and/or skin exposure).	X						

13	Exposed to electrical energy.				X			
14	Exposed to pesticides.	X						
15	Exposed to solvents or other chemicals. (Specify types of chemicals--air and/or skin exposure)				X			
16	Works on slippery or uneven surfaces.		X					
17	Works around machinery with moving parts or stationary equipment.	X						
18	Works around moving objects or vehicles.		X					
19	Works on ladders or scaffolding.			X				
20	Works below ground.	X						
21	Works with hands in water.					X		
22	Works in confined spaces.			X				
23	Other - Specify	X						

IV. ESSENTIAL FUNCTIONS (ADA)								
<i>PHYSICAL EXERTION: Prevention Program Specialist</i>								
ACTIVITY		WEIGHT/HOURS PER DAY						
		Up to 10 lbs.	11-25 lbs.	26-50 lbs.	51-75 lbs.	76-100 lbs.	Over 100 lbs.	hours per day
1	LIFTING			X				1
2	CARRYING		X					1
3	PUSHING		X					1
4	PULLING		X					1
5	REACHING		X					1
6	OTHER (Specify)		X					1

I have read and understand the job qualifications and requirements and agree to my ability to fulfill them upon employment.

Signature

Date

Printed Name

