Center Director: Full-time management position for non-profit organization based in Burlington, IA. Position requires minimum of BA/BS degree in Human Services or closely related field. Successful candidate must have five years’ work experience providing services to individuals/families; work experience in program development, program monitoring, budget preparation and staff supervision. Excellent communication (oral and written) and computer skills necessary. Post offer, pre-employment background check and drug test. Please submit REQUIRED Agency application to: Community Action of Southeast Iowa, 2850 Mt Pleasant Street Ste 108, Burlington, IA 52601 no later than 4:00 pm on Friday, March 8, 2019.

Applications available at any Agency center or online at www.caofseia.org

Affirmative Action/Equal Opportunity Employer

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**Community Action of Southeast Iowa**

**Job Description**

**Job Title:** Center Director

**Department:** CSBG, FaDSS, LIHEAP and Administration

**Reports To:** Executive Director

**Classification:** Regular, Full-time, Exempt

**SUMMARY:** Must develop, implement, monitor, evaluate and supervise Community Action Center programs, FaDSS, MAP, LIHEAP, Housing and other programs requiring CSBG supervision.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Maintain confidentiality.
2. Assist the Planning Director with Community Service Block Grant (CSBG) application, report and assure compliance with the CSBG Plan and Assurances.
3. Hire and provide daily direct supervision of CSBG funded Family Development Specialists.
4. Monitor data entered by staff in the agency client tracking system (NIFCAP) and generate reports.
5. Responsible for the Center facilities.
6. Supervise the Receptionists at the Centers.
7. Supervise the Family Development and Self-Sufficiency (FaDSS) Program, which includes supervision of the FaDSS Coordinator, assisting with the preparation of the grant and monitoring administration of the program and budget.
8. Supervise the Low-Income Home Energy Assistance Program (LIHEAP), which includes supervision of the LIHEAP Coordinator, assisting with the preparation of the grant and monitoring administration of the program and budget.
9. Responsible for the Medication Assistance Program (MAP) which includes supervision of the MAP Supervisor and ongoing program planning through meetings with the MAP Advisory Council.
10. Work with other Community Action Program Directors in coordination of Community Action programs and in decision making that affects overall Agency business.
11. Responsible for Housing Programs which includes the preparation and submission of Housing Reports.
12. Responsible for the administration, supervision and reports of additional programs such as Embrace Iowa and Disaster Assistance.
13. Hold regular staff meetings.
14. Attend County Advisory Committee and Board meetings as a resource person.
15. Serve on committees in the community as a representative of the Agency.
16. Develop resources to maintain and expand funding for the Centers, emergency assistance and special projects.
17. Develop linkages with other community programs which may augment Community Action services and goals.
18. Review monthly program financial reports and take immediate corrective action if needed.
19. Authorize program expenditures for programs adhering to funding source requirements.
20. Attend required Agency meetings, training and other optional meetings which are of benefit to the program.
21. Ensure compliance with all state and federal regulations for each program including submission of required reports.
22. Model professional behavior and dress code.

**SUPERVISORY RESPONSIBILITIES:** Supervise CSBG Family Development Specialists, FaDSS Coordinator, LIHEAP Coordinator and other CSBG Program staff. Is responsible for the overall direction, coordination, and evaluation
of programs. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Employee must have a Bachelor's degree (B.A./B.S.) in social work or related field and a minimum of five (5) years experience supervising programs that provide services to families. Must have supervisory work experience, experience in working with families, budget preparation and program monitoring. Must be knowledgeable of computer hardware, proficient in word processing, Internet, e-mail and be familiar with spreadsheets and databases.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret regulations, grant requirements, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to management and community groups. Must have excellent oral and written communication skills. Must be able to effectively communicate and relate to the needs of low-income and minority clients.

**MATHEMATICAL SKILLS:** Ability to work with mathematical concepts such as probability and statistics. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to define problems, collect data, establish facts, and draw valid conclusions.

**OTHER REQUIREMENTS:** Employee must have current Family Development Specialist Certification or must obtain within the first year. Must be able to travel throughout the four county service area regularly and travel occasionally state and nation-wide. Must have a valid driver’s license, access to a vehicle and be insurable. The employee must be willing to work a flexible schedule that may include some evening and occasional weekend hours. The employee must be self-motivated, energetic and willing to deal with challenges.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and sit. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and distance vision.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Revised 11/2010, 08/2016, 09/2018, 02/2019

Reviewed by: Sheri M. Wilson, Executive Director Date: _______________________

Signature: _________________________ Date: __________________