

UMATILLA-MORROW HEAD START, INC.

POSITION DESCRIPTION

ASSOCIATE DIRECTOR-ADMINISTRATION

Supervisor: Executive Director

**Subordinates: Fiscal Director,
Operations Director-Hermiston, Office
Manager, Information Systems Director
Exempt Status: Exempt**

Classification: Director II

Terms of Employment: Regular Full-time

Job Goal: Assist the Executive Director in ensuring that Operations functions are completed efficiently. Ensure that the Human Resource and Information systems functions are effective and completed monthly.

Essential Responsibilities:

1. Administrative duties:
 - a. Review monthly budgets with Fiscal Director prior to submitting to the Executive Director.
 - b. Submit required month end reports for review.
 - c. Prepare/write grants as requested.
 - d. Attend all Board of Director meetings, policy council meetings, staff meetings and submit monthly reports to the Board of Directors and Policy Council.
2. Administer the following Agency Personnel functions.
 - a. Ensure completion and accuracy of all employee letters of hire and payroll change forms.
 - b. Ensure completion of annual performance evaluations.
 - c. Ensure that all hiring and firings conform to agency, federal and state rules and regulations.
 - d. Clarify expectations of each individual's job performance.
 - e. Be available to give advice and counsel to directors, managers, and staff.
 - f. Be knowledgeable about all state and federal labor laws governing employment including affirmative action, the Americans with Disabilities Act, wage and hour laws, worker's compensation, FMLA, etc
 - g. Conduct reference checks on all prospective employees.
 - h. Monitor employee leave requests.
 - i. Oversee the maintenance of employee files.
 - j. Coordinate all hiring/interview teams.
 - k. Conduct new staff orientations.
 - l. Ensure the completion of the annual wage comparability study
 - m. Process new staff hiring reports as required by law
 - n. Ensure Workers compensation claims are processed (801 forms)
 - o. Inform staff of retirement eligibility
3. Ensure that aspects of the hiring process is completed in a timely manner
 - a. Advertise positions as directed (internally, externally)
 - b. Check on all interviewees criminal history checks prior to interview, inform interview team of status
 - c. Assist in the interviews for Managers/Directors.
 - d. Ensure hiring packets are ready for interviewers (schedule, applications, interview questions and hiring data sheet)

4. With assistance from the Executive Director, monitor and make staff aware of the agency's fringe benefit package.
5. Administer the development and implementation of staff training.
 - a. Plan and coordinate Pre-Service.
 - b. Coordinate in-services
 - c. Ensure the completion and distribution of training manuals and training plan to all staff annually.
6. Supervise the Information Systems Director.
 - a. Complete performance evaluation annually.
 - b. Monitor job performance.
7. Coordinate agency employee insurance plans.
8. Oversee the information systems of the agency.
 - a. Ensure in the formulation, reproduction, and distribution of written materials.
 - b. Ensure that agency hardware, software and network systems are maintained.
 - c. Support staff in awareness and proficiency of hardware, software, and network systems.

Qualifications:

1. BA in Business, Public Administration, Human Resources or related field.
2. Current physical examination and TB screen documentation upon hire
3. Current CPR/FA cards
4. Adequate means of transportation
5. Head Start experience (preferred)
6. Community service experience (preferred)
7. Ability to coordinate and/or conduct training sessions.(preferred)
8. Multi-cultural experience (preferred)
9. Administrative background (preferred)

General Staff Responsibilities:

1. Participate in staff meetings, conferences, training sessions and workshops as assigned.
2. Demonstrate familiarity with employment policies, performance standards, work plan and objectives of Agency.
3. Maintain congenial and respectful relations with staff, children, families and community.
4. *Keep current and accurate records.
5. *Maintain confidentiality in regards to staff and family information.
6. Maintain objectives and professional standards.
7. Improve self-skills and education.
8. *Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy.
9. Perform any other work-related duties as requested by your supervisor.
10. *Be present at work in order to provide consistency of services.
11. Be a contributory team member in a positive/productive manner.
12. *Demonstrate commitment to mission, values, and policies in the performance of daily duties.

Other Requirements:

1. Communicate effectively with staff, families, children, and the public using the phone and in face-to-face, one-to-one, and in group settings.
2. Observe, compare, and monitor behaviors, records and data to determine compliance with prescribed standards.
3. Comprehend, analyze, and make inferences and references from written material.
4. Fluent in English both verbally and written.
5. Produce written documentation with clearly organized thoughts using proper sentence

- construction, punctuation and grammar.
6. Ability to drive a private or Agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements.
 7. Instruct, lead, train and facilitate others in a group setting.

Umatilla-Morrow Head Start, Inc.

Is

An Equal Opportunity Employer