

UMATILLA-MORROW HEAD START, INC.

POSITION DESCRIPTION

OPERATIONS DIRECTOR-EAST	
Supervisor: Human Resource Director	Subordinates: Area Team Leaders, Bilingual Receptionist
Classification: Director I	Exempt Status: Exempt
Terms of Employment: Regular Full-Time	

Job Goal: To supervise, and provide direction for Area services, operations, staff, and systems. To represent the agency in the community. To assist the Executive Director through written correspondence, verbal communication, and computer entry.

Essential Responsibilities:

1. Ensure completion of the following duties:
 - a. Coordinate submission of month end reports from appropriate staff.
 - b. Insure documentation and approval of in-kind contributions, volunteer time, and community support.
 - c. Insure documentation of space yearly by September from all designated sites which includes update every two years of current market value.
 - d. Maintain records monthly for supply disbursements to the programs with updated charges for supplies.
 - e. Complete a Community Assessment with the Operations Director-West and Operations Director-Hermiston
2. Purchasing:
 - a. Ensure proper procedures for purchasing have occurred.
 - b. Ensure fiscal department receives all needed paperwork in a timely manner.
3. Administrative Management
 - a. Oversee effective working relationships within the office.
 - b. Promote the professional growth and development of Team Leaders.
 - c. Ensure that all reports and records are maintained accurately and promptly.
 - d. Attend regularly-scheduled Administrative Team meetings.
 - e. Coordinate with other supervisors to provide supervision, leadership, and direction for Team Leaders, including: performance evaluations, training, orientations, attendance record keeping, and other forms of assistance.
 - f. Coordinate and facilitate monthly team leader meetings.
 - g. Perform other tasks that may be assigned by the Executive Director.
 - h. Develop the Hawthorne Office budget, and monitor expenditures to ensure budget conformance.
4. Operations
 - a. Manage all east end facilities coordinating with Operations Director-West and Operations Director-Hermiston to ensure that all safety, legal, program, and licensing requirements are met.
 - b. Ensure that all Area programs meet or exceed program standards.
 - c. Complete safety and health checklist at assigned sited monthly.

- d. Complete facility inspections at assigned facilities semi-annually.
- 5. Program Planning and Development
 - a. Provide leadership for the integration of all Agency program components at the site.
 - b. Maintain regular interaction with appropriate community agencies and leaders as appropriate.
 - c. Participate as an Administrative Team member in the development of plans to meet Agency goals.
 - d. Assist with Center Teams' and Maintenance Personnel needs.
 - e. Plan, in conjunction with other Administrative Team members, program expansion based on Community Assessment.
 - f. Participate with Administrative Team members in establishing and maintaining relationships with appropriate school districts and organizations within service areas.
 - g. Provide leadership for securing space for program expansion.
 - h. Attend Chamber of Commerce luncheons monthly.
 - i. Attend Pendleton School board Meetings monthly.

Qualifications:

1. BA/MA in ECE, or a minimum of two years experience in Business/Public/Education/Health Administration or related field. A minimum of one year experience in a supervisory role.
2. Strong leadership skills
3. Adequate means of transportation
4. Current physical examination and TB screen documentation upon hire
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)

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, 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