

UMATILLA-MORROW HEAD START, INC.

POSITION DESCRIPTION

OPERATIONS DIRECTOR	
Supervisor: Associate Director – CFS	Subordinates: Transportation Manager, Umatilla/Morrow County Team Leaders
Exempt Status: Exempt	Classification: Director I
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 manage content area of Transportation and provide technical assistance in the delivery of services.

Essential Responsibilities:

1. Administrative Management
 - a. Oversee effective working relationships within the office.
 - b. Promote the professional growth and development of Office Staff and Team Leaders.
 - c. Ensure that all fiscal funding source requirements are met in conjunction with Administrative Services Office through the use of comprehensive internal monitoring systems.
 - d. Ensure that all reports and records are maintained accurately and promptly.
 - e. Attend regularly scheduled Administrative Team meetings.
 - f. Coordinate with other supervisors to provide supervision, leadership, and direction for Team Leaders and Office Staff, including: performance evaluations, training, orientations, attendance record keeping, and other forms of assistance.
 - g. Ensure documentation of space yearly by September from all designated sites.
 - h. Ensure space lease and interagency agreements are completed timely.
2. Operations
 - a. Manage designated Umatilla and Morrow County center facilities and ensure that all safety, legal, program, and licensing requirements are met.
 - b. Ensure safety and maintenance of the Hermiston Administrative Office.
 - c. Ensure that all area programs meet or exceed program standards.
 - d. Complete Health and Safety Checklist monthly.
 - e. Complete Facilities Monitor bi-yearly.
 - f. Maintain the key box and check out of all keys to staff (agency vehicles and facilities).
 - g. Assist the Executive Director and Parent Involvement Coordinator with the implementation of Policy Council.
 - A. Maintain the policy council account and issue reimbursement checks to parents.
3. Be familiar with School Bus Drivers Transportation regulations.
 - a. Supervise Transportation Manager
 - b. Ensure that all reports and records are maintained accurately and promptly.
 - c. Ensure the transportation program meets or exceeds program and state standards.
4. Program Planning and Development

- a. Provide leadership for the integration of all Agency program components at sites.
- 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' 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. Assist Executive Director in securing space for program needs and expansion.

Qualifications:

1. Associates or Bachelors degree in Business or related field with two years Administrative experience preferred
2. Current physical examination and TB screen documentation upon hire
3. Desire to work with low-income children and their families.
4. Adequate means of transportation.
5. Word Processing/Spreadsheet experience required.
6. Ability to type 70 words per minute.

General Staff Responsibilities:

1. Participate in staff meetings, conferences, training sessions and workshops as assigned and requested.
2. Demonstrate familiarity with Personnel Policies, Work Plan and objectives of Head Start and the Home Based Philosophy.
3. Promote positive parent and community involvement in Head Start.
4. Maintain congenial with staff, children, parents and volunteers.
5. Keep current and adequate records and file reports on time.
6. Refer all pertinent information to appropriate staff person.
7. Respect and maintain confidentiality of pertinent information concerning staff and Head Start families.
8. Maintain objective and professional standards.
9. Improve self-skills and education.
10. Substitute when requested by supervisor.
11. And or any other duties deemed necessary by your supervisor.

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