

UMATILLA-MORROW HEAD START, INC.

POSITION DESCRIPTION

OPERATIONS DIRECTOR-WEST	
Supervisor: Executive Director	Subordinates: Area Team Leaders & Maintenance Staff
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.

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. Assist in the development of the Area Office Budget, and monitor expenditures to ensure budget conformance.
 - e. Ensure that all reports and records are maintained accurately and promptly.
 - f. Attend regularly scheduled Administrative Team meetings.
 - g. 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.
 - h. Insure documentation of space yearly by September from all designated sites.
2. Operations
 - a. Manage designated west end center facilities and ensure that all safety, legal, program, and licensing requirements are met.
 - b. Ensure that all area programs meet or exceed program standards.
 - c. Complete the Health & Safety Checklist monthly.
 - d. Complete File Review Checklist for assigned Centers monthly.
 - e. Complete Facilities Monitor bi-yearly.
3. Act as Purchasing Agent for the agency:
 - a. Write Purchase Orders.
 - b. Check against bill for accuracy and receipt of all ordered supplies.
 - c. Ensure proper procedures for purchasing have occurred.
 - d. Ensure fiscal department receives all needed paperwork in a timely manner.
4. 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= 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 expansion. Be able to complete the A Justification for Purchase of a Facility@ checklist for the Head Start bureau.

Qualifications:

1. Bachelors degree in ECE, Business/Public/Education/Health Administration or related field, plus three years non-profit experience of which two years experience are in managerial and supervising, or six years of experience may be substituted for education.
2. Two years of budget development responsibility.
3. Strong leadership skills.
4. Current physical examination and TB screen documentation upon hire
5. Adequate means of transportation
6. Head Start experience (preferred)
7. Community service experience (preferred)
8. Ability to coordinate and/or conduct training sessions (preferred)
9. 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