

COMMUNITY ACTION PLANNING COUNCIL

JOB POSTING

JOB TITLE	Deputy Director
PROGRAM/DEPARTMENT	Administration
JOB LOCATION	Watertown NY
POSITION GRADE	9
WORK HOURS PER WEEK	40 (Hours may vary, occasional evenings and weekends)
REPORTS TO	Executive Director
EMPLOYMENT STATUS	Regular Full-time Exempt
SALARY	Commensurate with education and experience

JOB SUMMARY: The Deputy Director is responsible for the following agency functions: Information Technology, development of marketing and public relations strategies to promote the agency as a whole, maintaining and reporting customer demographic data and program outcomes, contract management and program compliance. Under the direction of the Executive Director, the Deputy Director coordinates the agency's community needs assessment and strategic planning efforts. In the absence of the Executive Director, the Deputy Director may be called upon to act on behalf of the Executive Director in all functions of agency management.

ESSENTIAL JOB DUTIES: THE MAJOR RESPONSIBILITIES OF THIS POSITION INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

Information Technology

- Work closely with IT personnel on oversight of the agency's IT infrastructure (computers, phone system, security cameras and video) and the implementation of technical assistance.
- Manage the agency Management Information System (MIS) to ensure accurate data entry and integration of data with agency reports.
- Develop, maintain and manage the agency website.
- Research and develop computer policies and procedures as necessary.

Marketing/Public Relations

- Chair the agency's marketing/communications committee; call meetings, organize work assignments, disseminate meeting minutes.
- Coordinate marketing and public relations strategies, including but not limited to preparing and distributing press releases, scheduling news interviews, and organizing special events.
- Maintain and update agency's social media presence.
- Create and distribute marketing collateral, including but not limited to Annual Report to the Community, flyers, holiday cards, newspaper advertisements, and promotional items.
- Prepare and distribute Just-a-Buck campaign material.
- Record donations of goods and cash; send timely acknowledgements to donors.

Administrative

- Conduct community needs assessment; assemble, analyze and publish primary and secondary data.
- With direction from the Executive Director, facilitate the agency's strategic planning process.
- Implement the agency Strategic Plan to include carrying out actions within the plan, monitoring for progress, making updates to the plan and reporting to the Board of Directors and staff.
- Assist with the timely and effective administration and compliance of the Community Services Block Grant (CSBG) contract; annual Work Plan; and Annual Program Report (APR) for CSBG.
- Conduct research as necessary to target programs and funds necessary for growth and development and in response to community needs assessment.
- Coordinate agency-wide staff trainings in coordination with Human Resources.
- Administer staff Quality of Work Life survey bi-annually; compile and publish results.
- Be familiar with Board Operations including Board structure, composition, operations, committee operations and how to prepare for and conduct meetings in the Executive Director's absence.
- Assume the role of Executive Director in her absence or upon request.

EDUCATION: Bachelor's degree in Human Services, Management, Business or related field.

CERTIFICATES AND/OR LICENSES: ROMA and CCAP desired.

WORK EXPERIENCE: Ten (10) years experience in management and supervision.

SKILLS OR OTHER ESSENTIAL REQUIREMENTS FOR THIS POSITION: Above average technical writing skills, leadership, excellent communication, organizational, and training skills; ability to balance multiple priorities, ability to plan and implement and evaluate, must be able to provide direction and monitor accomplishment of assigned tasks, decision making and problem solving skills, collaboration skills, and budget development and management.

COMPUTER SKILLS: Above average computer skills, desktop publishing, database management.

WORK ENVIRONMENT: General office environment.

EMPLOYMENT STANDARDS: Must be able to provide own transportation to perform job responsibilities, must be able to pass background clearance. Occasional local and national travel.

EQUIPMENT USED: Personal computer, printer, copier, telephone, fax, scanner, calculator.

PHYSICAL REQUIREMENTS: Must be able to sit for prolonged periods of time not to exceed four consecutive hours, manual dexterity, and visual acuity to operate a computer.

BENEFITS: Agency Flexible Benefits Plan, paid vacation and holidays.

Qualified applicants should submit letter of interest, updated resume, transcript, and employment application form to Community Action Planning Council of Jefferson County, Inc., 518 Davidson Street, Watertown, New York 13601, Fax: 315-785-0892, or email hr@capcjc.org.

For further information and application form, visit www.capcjc.org. Applications will be accepted until position is filled.

EOE/AAE