

CHILDREN'S SERVICES COUNCIL OF MARTIN COUNTY

JOB DESCRIPTION

Position Title: Director of Program Operations (Exempt)

Salary Range: \$52,500 - \$67,800 - \$83,100

Report To: Executive Director

Job Summary: This executive level position directs, administers, and manages the Council's Operations and Planning components and staff. This includes the preparation and administration of the annual funding cycle, contract management, fund distribution, program monitoring and evaluation, needs assessment, and policy direction; this position also directs the implementation of CSCMC Strategic Plan.

This position will assume administrative responsibility for the organization in the absence of the Executive Director.

Essential Functions:

Planning and Evaluation

Directs the planning, monitoring, and evaluation processes of the organization, including the monitoring of funded providers performance throughout the year.

Directs and coordinates the development and implementation of long range and annual organizational plans, including the CSCMC Strategic Plan.

Manage the administration of the database for CSCMC, including the development of SAMIS, both program and fiscal.

Participates in the development of the organization's budget.

Serves as a member of senior management staff working in partnership toward common organizational goals.

Program

Rev. December 2018 as Director of Program Operations

Rev. June 2018 Director of Policy and Operations

Rev. August 2011

1

Rev. December 2009

Rev. December 2007

Directs the annual funding process, including the development of the Council's Request for Proposals, the Proposers Conference, the Community Advisory Panel review process, the awards process, and Provider Orientation.

Directs the process for accessing and awarding CSCMC support funds and the Council's contract process, including all activities related to contract compliance.

Directs, develops, and implements the organization's program-related policies and procedures.

Directs, identifies, and coordinates the implementation of special projects and the creation of strategic partnerships to support and expand the organizations mission.

Directs the revenue maximization efforts of CSCMC.

Supervision

Manages and supervises program staff, as assigned, and is responsible for the overall direction, coordination, and evaluation of these positions.

Supervises: Manager of Program Services, Contract Specialists and Executive Assistant – Program Support.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Other

Coordinates collective impact opportunities with local/regional funding partners, as well as the logistics and communication regarding the Funder's Group meetings and joint evaluations.

Represents CSCMC in the Florida Children's Council's SAMIS User's Group (SMUG) and serves as the liaison between CSCMC and software development companies, as well as other related CSC collaboratives.

Participates in external activities that are deemed appropriate.

Acts in an executive capacity in the absence of the Executive Director.

Perform other duties as assigned.

Knowledge, Skills and Abilities

Rev. December 2018 as Director of Program Operations

Rev. June 2018 Director of Policy and Operations

Rev. August 2011

2

Rev. December 2009

Rev. December 2007

Knowledge of local, state, and national social service delivery systems with particular emphasis on those related to children, youth, and families.

Knowledge of and experience with grant application review and administration.

Knowledge and experience with program monitoring and evaluation techniques.

Knowledge of and experience with computer networks, electronic information systems, and computer hardware and software.

Ability to work with diverse groups and individuals in a capacity-building environment.

Ability to supervise other employees with demonstrated management skills.

Highly developed skills in oral and written communication and personal interaction.

Qualifications

Masters degree in the social sciences including a minimum of five (5) years of professional experience in social service planning, grant review, program monitoring and evaluation. A Bachelor's degree in the social sciences with a minimum of seven (7) years of experience, as listed above, may be substituted.

Physical Activity and Working Conditions

This position requires sitting, reaching, repetitive motion, talking finger dexterity, hearing, and visual acuity.

The employee must travel to off-site facilities, visiting agencies throughout the service area and participate in off-site meetings and conferences.

This employee is subject to inside office environment conditions. There is protection from weather conditions but not necessarily from temperature changes.