Position: Assistant to the Executive Director/Strategic Plan Coordinator

Position Type: Exempt; 40+ hours per week at 12 months

Department: Administration

Salary Schedule: Range 24.0 ($20.98-$25.56 per hour)

Immediate Supervisor: Executive Director

Indirectly Supervises: Program Assistant / Typist Clerk II; Custodian / Maintenance Worker

Definition: Under general supervision of the Executive Director, manages and oversees the day-to-day constituency services and administrative support activities of the Executive Director. Acts as the primary point of contact for both internal and external constituencies; assists and represents the Executive Director in communicating with constituents; and handles multiple incoming issues and concerns addressed to the Executive Director as they arise; manages a variety of special projects for the Executive Director, some of which may have organizational impact. Manages and oversees the agency’s strategic planning activities. Being the point of contact to assist Board members with agency related issues, questions, concerns or events. Trainer for agency-wide procedures including, but not limited to, Behavior Base Interviewing, Standards to Live By, Speed of Trust and 7 Habits of Highly Effective People.

Requirements:

☐ Application
☐ Skill Set Questions
☐ Proof of High School Diploma/GED
☐ Typing Certificate

Application Procedure: Community Action Partnership of Madera County 1225 Gill Avenue, Madera, CA. 93637 or 4610 W. Jacquelyn Avenue, Fresno, CA. 93722 Phone: (559) 673-9173 / Fax: (559) 673-2620 Website: www.maderacap.org
ASSISTANT TO THE EXECUTIVE DIRECTOR/STRATEGIC PLAN COORDINATOR

QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:
- High School or GED with some college courses; and
- 5 years of work experience that can be demonstrated to be applicable to the duties listed in the job description.

ABILITY TO:
- Operate current office equipment including computer equipment.
- Type at a rate of 45 wpm and operate a 10-key calculator.
- Independently perform the full range of responsibilities and difficult analytical and administrative work involving the use of independent judgment and personal initiative.
- Effectively and efficiently handle multiple, simultaneous, and complex tasks and projects.
- Understand the organization and operation of the agency and of outside agencies as necessary to assume assigned responsibilities.
- Effectively administer a variety of programs, functions, and administrative activities.
- Plan, organize, prioritize, and carry out assignments with minimal supervision and direction.
- Interpret and apply administrative policies and procedures.
- Organize and direct the work of assigned staff.
- Supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Work and effectively communicate with a wide range of constituencies from all socio-economic and cultural backgrounds.
- Carry out duties listed in the job description.

KNOWLEDGE OF:
- Advanced verbal and written communication skills, inclusive of correspondence preparation, grammar, spelling, and punctuation.
- Executive Director’s responsibilities, activities, and work priorities.
- Computer applications; i.e., WordPerfect and Microsoft Office 2000 or newer (inclusive of Word, Excel, Power Point, Outlook, Publisher, Access)
- Office management principles and procedures.
- Microsoft Windows 2000 or newer computer operating system.
- Employee development and performance management skills.
- Information research, analysis, and evaluation skills.
- Staff hiring procedures.
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- Data collection, analysis, and evaluation methods.
- Research and reporting methods, techniques, and procedures.
- Sources of information related to a broad range of programs, services, and functions related to area of assignment.
- Public relations techniques.

MAJOR DUTIES & RESPONSIBILITIES:

LEADERSHIP:

- Adheres and applies the CAPMC mission, values, standards, policies and procedures.
- Attends mandatory new employee orientation/mentor activities.
- Attends trainings, workshops, and classes to keep abreast of parent/family engagement theories and practices.
- Engages and encourages personal and professional development.
- Ensures services are provided to all clients in a manner consistent with CAPMC mission, standards, values and grant requirements.
- Identifies and resolve concerns and issues.
- Interacts with clients and their families in a culturally and socially sensitive way.
- Keeps apprised of developments and trends in the program’s operation and be attentive to the changing or growing needs of the community.
- Keeps informed of current theories and practices in the field.
- Keeps informed of program terms, conditions, and eligibility changes.
- Maintains and ensures that staff and volunteers maintain the confidentiality of staff, parent, child, client, community, and agency information included in files, conversations, meetings, correspondence, or any other source.
- Makes recommendations for replacement, purchase, or repair of equipment.
- Models professionalism for parents, children, clients, community, co-workers, and volunteers.
- Prepares and actively participates in staff meetings and committees.
- Promotes a team environment and teamwork.
- Reports and assist in reporting suspected child abuse in accordance with CAPMC child abuse reporting procedures.
- Represents CAPMC in the community in a professional and competent manner.
- Responsible for setting priorities and meeting deadlines.
- Shares information and knowledge with appropriate staff members.
- Works as a team member to support the functions and operations of the Department and the Agency.

PROGRAM DUTIES:

ADMINISTRATIVE DUTIES

- Oversees and coordinates the day-to-day activities of the office of the Executive Director, to include management and training, scheduling and prioritizing outside
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work assignments, and overseeing agency operating policies, procedures, and systems.

- Serves as the primary point of initial contact for internal and external constituencies on all matters pertaining to the office of the Executive Director.
- Provides assistance and represents the Executive Director as appropriate in communicating with internal and external constituents.
- Independently researches, prioritizes, and follows up on multiple incoming issues and concerns addressed to the Executive Director, including those of a sensitive and/or confidential nature; determines appropriate course of action, referral, and/or response.
- Manages and oversees all day-to-day secretarial and administrative activities of the administration office.
- Maintains various files containing correspondence, reports, studies, regulations, and other types of material; sets up and/or revises file system when required. Classifies and cross-references material, establishing new subject matter headings as necessary. Disposes of file material in accordance with contract/agency guidelines.
- Maintains Executive Director’s calendar and schedules appointments.
- Compiles statistics or information as directed; extracts dates from available records.
- Logs and codes all incoming cash receipts in accordance to the agency’s Financial Procedures Manual. This is inclusive of counting and reconciling vast amounts of cash/coin from senior meal and senior bus programs.
- Reviews all outgoing correspondence signed by the Executive Director for grammatical accuracy and conformance with appropriate office procedures and guidelines; researches sources to correct errors when necessary.
- Makes travel arrangements as requested by the Executive Director.
- Makes necessary arrangements for various meetings, conferences, and functions.
- Participates in various committees and professional organizations.
- Monitors and orders office forms and supplies as necessary.
- Administer and review assessments such as Myers Briggs and DISC.
- Responsible for coordinating and conducting training for agency-wide procedures including, but not limited to, Behavior Base Interview, Standards to Live By, Speed of Trust, and 7 Habits of Highly Effective People.
- Create and publish the monthly CAPMC newsletter
- Contracts with and oversees the work of consultants as necessary.
- Oversees and coordinates the dissemination, data collection and reporting of the Employee Climate Survey.

BOARD OF DIRECTORS

- Coordinates monthly Board of Directors’ meetings, inclusive of preparing agendas, preparing agenda items, and providing notification to members.
- Attends all meetings to take minutes and later reproduce in a typewritten format.
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- Ensures all agendas, meeting notifications, and meetings are in compliance with State of California Government Code (Ralph M. Brown Act).
- Posts monthly Board agendas and minutes on agency website.
- Point of contact to assist Board members with agency related issues, questions, or concerns.
- Develop and publish the monthly Executive Corner

POLICIES AND PROCEDURES

- Works with the Executive Director to draft new agency policies and procedures and to update current policies and procedures when necessary.
- Works with Agency attorney to address any issues regarding agency policies and procedures.
- Works with Agency’s labor negotiator to resolve issues and/or interpret Union contract.
- Provides assistance in the understanding and interpretation of agency policies and procedures, as appropriate, and ensures that office operations are in compliance with policy provisions and standards.

PROJECTS

- Manages a variety of special projects for the Executive Director, some of which may have organizational impact.
- Takes part in Agency Conference. Chairs committee when needed.
- When necessary, drafts Requests for Proposals (RFP) and distributes to appropriate businesses. Receives responses to RFP’s and evaluates, scores, and awards RFP’s based on established scoring criteria. Works with contractors on projects – addressing/resolving any issues/questions, and follows through to completion.
- Provides assistance with community projects as directed by the Executive Director.

BOARD OF SUPERVISORS

- Point of contact for matters involving the agency and Madera County Board of Supervisors.
- Drafts agenda items to be presented to Madera County Board of Supervisors.
- Ensures all agenda items meet requirements established by County Administrative Officer and Board of Supervisors.
- Follows agenda items through routing process and ensures agenda items are submitted by established deadline.

HUMAN RESOURCES

- Assists Human Resources Director as needed.

STRATEGIC PLANNING DUTIES

- Coordinates and supervises all aspects related to the agency’s and Head Start’s strategic plans.
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- Works with the Executive Director to develop an agency-wide ten-year strategic plan.
- With the Executive Director, establishes and oversees a Strategic Planning team.
- Utilizes Community Assessment data, along with other related data sources to assist the team in determining strategic plan focus.
- Assists in determining and interpreting strategic themes, objectives, measures, initiatives, and action plans.
- Participates in the ongoing development, implementation, monitoring, assessment, and revision of the strategic plan.
- Develops a strategic planning map for posting in all agency offices and worksites.
- Develops and presents reports to the Board of Directors and appropriate policy groups regarding the implementation and ongoing monitoring of the strategic plan.
- Appropriately delegates tasks to staff as needed.
- Contracts with and oversees the work of consultants as necessary.
- Provides training to new employees on the strategic plan and provides updates to all departments as requested by Program Managers.

OTHER DUTIES:

- Adheres to the Americans with Disabilities Act of 1990 (ADA) and ADA Amendments Act of 2008 (ADAAA), which prohibits discriminatory actions toward any qualified individuals. In particular, children with disabilities are enrolled in the classroom as mandated by Federal Law.
- Ensures strict compliance with universal precautions during work-related visits or when administering first aid.
- Other duties as assigned within scope of job classification.

LIMITS OF AUTHORITY:

- Relative authority to maintain compliance with federal, state, and local laws as well as the Agency’s policies and procedures.
- Relative authority to maintain compliance with program standards and the requirements of funding guidelines.
- Maintains close communication with the immediate supervisor to recommend a course of action and to receive directives on priorities.

OTHER REQUIREMENTS:

- Must be able to relate with all people of the community regardless of sexual, ethnic, racial, or religious background or socio-economic level.
- Must pass health screening and TB skin test or chest x-ray, when requested.
- Must be dedicated to the goals and philosophy of CAPMC and Department.
- Must possess emotional maturity, stability, tactfulness, and the ability to provide professional leadership.
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- Must have dependable insured transportation and a valid California Driver’s License and acceptable driving record. A DMV printout and proof of insurance will be required. Mileage may be reimbursed subjected to CAPMC’s policy.
- Must complete all background requirements: debarment, livescan, pass a pre-employment drug screen, acknowledgement of child abuse reporting responsibility, criminal record statement, and receive satisfactory clearance from all licensing and investigative authorities. Employment is contingent upon receiving clearances from appropriate authorities.
- Must use reasonable precautions in the performance of one’s duties and adhere to all applicable safety rules and practices; and act in such a manner as to ensure at all times maximum safety to one’s self, fellow employees, clients, and children.

GENERAL PHYSICAL REQUIREMENTS
Medium work: exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

PHYSICAL ACTIVITIES
- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.
- Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Stooping: Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
- Kneeling: Bending legs at the knee to come to a rest on knee or knees.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Crawling: Moving about on hands and knees or hands and feet.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Standing/Sitting: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Pushing/Pulling: Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position to position. This factor is important if it occurs to a
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considerable degree and requires the substantial use of the upper extremities and back muscles.

- Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.
- Talking: Expressing or exchanging ideas by means of the spoken work. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Hearing: Perceiving the nature of sounds at normal speaking levels or without correction. Ability to receive detailed information through oral communication, and make fine discriminations in sound.
- Repetitive Motions: Substantial movements (motions) of the wrists, hands, and/or fingers.

VISUAL ACUITY

The worker is required to have visual acuity to determine the accuracy, neatness, thoroughness of work assigned.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS

- The worker is subject to both environmental conditions: Activities occur inside and outside.
- The worker may be exposed to infectious diseases.

To build a diverse workforce, CAPMC encourages applications from individuals with disabilities, minorities, veterans, and women. EEO/AA Employer.