**Director II Position Description**
The mission of Garrett County Community Action Committee, Inc. (C.A.C) improve the quality of life for Garrett County residents. It does this by

- Empowering people in need to become economic self-sufficiency through coordinated, essential services
- Improving the capacity of and partnering with community institutions and leaders
- Providing development expertise and support for economic development

All staff in the agency regardless of specific position are expected and encouraged to work to achieve this mission by being a good ambassador, speaking about services and objectives, and making suggestions for improvements.

**Roles and Responsibilities**
Directors manage multiple budgets and programs/funds with a focus on a particular content area (i.e. asset development or transportation); oversee the development of content, quality and scope of programs meeting a particular/specific/narrow set of client/family or community needs. Responsible for ensuring services to families and individuals are of the highest quality possible and that organization has sufficient resources in that area to support high quality programming in their area. They should also be linking to other resources in the agency and the community and solidifying these relationships with MOUs. Examples of a director’s area of responsibility include Asset Building, Transportation, Human Resources, and Assets, Partnerships and I.T.

**Specific Responsibilities**
- Provides direct guidance on objectives of the work in their department and connects those to the agency wide strategic plan.
- Oversees contracts, internal MOUs and grants applications
- Works with managers or coordinator to complete funder/grant reports (if there is a contract and quality manager, then that person is primarily responsible for preparing reports and director is reviewing)
- Responsible for ensuring that work plans are complete and up-to-date for all staff in their division
- Develops new approaches and programs within their area; determining how to use the same expertise and services in new ways that meets the needs of more people
- Has broad oversight of the content specific services provided to families and individuals through their department
- Responsible for identifying funding programs from federal, state, local and private funding sources that will support the objectives of their division
- Responsible for managing cost allocations and participating in internal process improvement work
- Oversight of budgets in their area
- Writes grant proposals
- Ensures that clients throughout the agency have appropriate access and knowledge of services in their departments
- Provides services and resources to other divisions with the agency through MOUs.
- Ensures that families are appropriately assigned to coordinators and receiving services; has a particular focus on reaching throughout the organization to ensure services are coordinated
- Responsible for assisting in the monitoring of technology needs for the staff in their division

**Supervision**
Receives administrative supervision from a vice president in GCCAC.
Provides: Generally provides both general and administrative supervision to staff including: contract and quality managers, administrative support personnel, content managers and coordinators.

**Specific Content Knowledge/Certifications/Education or Experience Requirements**
- require at least a Bachelors Degree with preference for a Master’s degree or Bachelors plus at least 5 years of experience in related fields.
- require experience in the programs assigned to their division
• demonstrated ability to manage staff (supervisory experience)
• ability to develop staff capacity and skills
• demonstrated ability to manage and deliver quality programming
• have experience creating, reviewing and monitoring reports
• comfortable with computers
• excellent written and verbal communication
• creative thinker with ability to communicate vision and connect to operations
• grant writing experience desirable

| Employee Signature: | Date: |