

DEPARTMENT: Personnel

BY: Rich Inman
PHONE: 966-3222

RECOMMENDED ACTION AND JUSTIFICATION:

Approve the proposed classification of Deputy Director Community Action Agency and Housing Authority, set the salary at range 275 (\$3,715-\$4,516/month), and assign the position to MCMCO (Mariposa County Managerial and Confidential Organization). The Human Services Director has reviewed and approved the proposed job description for the Deputy Director position. As indicated in the previous action, the proposed position would be supported through existing funding and future contract/grant revenue and is contingent upon that funding. There is no impact on the County's General Fund.

As previously represented by the Director, the Deputy Director position would have a positive impact on program and fiscal operations as the division would better able to assist Calaveras and Mariposa County to continue to secure needed revenue.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

At their meeting of May 6, 2003, the Board authorized freezing the position of Contract Administrator in the Housing Authority Fund and directed Personnel to develop a Deputy Director job description for the Community Action Agency and Housing Authority

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Amend the job description as the Board desires and approve.

Financial Impact? () Yes () No	Current FY Cost: \$	Annual Recurring Cost: \$
Budgeted In Current FY? () Yes () No () Partially Funded		
Amount in Budget: \$		List Attachments, number pages consecutively
Additional Funding Needed: \$		
Source:		<u>Deputy Director Job Description</u>
Internal Transfer		
Unanticipated Revenue	4/5's vote	
Transfer Between Funds	4/5's vote	
Contingency	4/5's vote	
() General () Other		

CLERK'S USE ONLY:
 Res. No.: 03-289 Ord. No. _____
 Vote - Ayes: 3 Noes: _____
 Absent: Balmainio, Parker
 Approved
 Minute Order Attached () No Action Necessary

COUNTY ADMINISTRATIVE OFFICER:
 Requested Action Recommended
 No Opinion
 Comments:

The foregoing instrument is a correct copy of the original on file in this office.
Date: _____
Attest: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California
By: _____
Deputy

CAO: Rich Inman

**DEPUTY DIRECTOR
COMMUNITY ACTION AGENCY AND HOUSING AUTHORITY**

DEFINITION

Under general supervision, responsible for providing leadership and management of the Mariposa-Calaveras County Community Action Agency and the Housing Authority of Mariposa County; manages quality and accountability for grant/contract agreements; continuous quality improvement in delivery of customer services; strategic development and continuous improvement of support services, and achieving strategic planning goals and strategies that assure efficient and timely support services for program operations. Performance and completion of related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Human Services Director.

May exercise direction over professional, paraprofessional, technical, and clerical staff.

EXAMPLES OF ESSENTIAL FUNCTIONS

Provide management oversight supervision and support to Program Managers and other staff as assigned.

Provide overall division budget recommendations, management of approved support budgets, expenditure authority and accountability on approved support budgets. Ascertain that all accounts meet Generally Accepted Accounting Principles (GAAP)

Assure continuous division quality performance monitoring and evaluations are used to improve program management and support services quality.

Implement program area strategic planning, manage program growth and development, assure adequate resources are available/acquired to meet current operations and provide for funding of directed strategic growth.

Provide and oversee liaison with strategic program area funding sources, program or project partners, related community groups and/or commissions.

Develop and maintain excellent working relationships with federal, state, local and private foundations that award grant funds.

Monitor special project money that is available from an array of funding sources. Notify potential grantees of availability.

Assist an array of county and community-based organizations in Calaveras and Mariposa County with their special projects and grant efforts.

Provide on-going monitoring and problem solving coordination of support services through the executive management team to assure reliable high quality services.

Assure internal and external reporting requirements are met and are specific analysis of performance, trends and other such program dimensions are completed.

Assure effective and efficient operation of agency customer services delivery and operational compliance with Community Action policies, procedures and practices.

Draft memos and grant applications.

Monitor legislation that will impact the programs operational in the division.

Prepare and present position papers.

EMPLOYMENT STANDARDS

Knowledge of:

Principles, practices, and methods of organization, administration, accounting supervision, and personnel management.

Modern office practices, procedures, methods and computer equipment.

Federal and state housing and community development programs including but not limited to Section 8 Assisted Housing, Low Rent Conventional Housing, community Development Block Grant Programs, State of California Community Services Department programs, rural development water/sewer/community facilities programs, environmental and planning regulations, and public financing.

Grant writing methods and procedures.

Standard English usage, spelling, vocabulary, grammar and punctuation.

Safe driving principles and practices.

Word processing, spreadsheet, and database applications.

Work closely with staff and Director to ensure a smooth running operation.

Develop and maintain courteous, tactful and positive relationships with a wide variety of governmental and non-governmental agencies.

Achieve a balance of sensitivity to the difficulties and concerns of low income and elderly/handicapped individuals and the necessity to administer a highly structured program in a fair and efficient manner.

Interact effectively and sensitively with individuals from diverse backgrounds.

Work effectively under a substantial workload, frequent interruptions, time constraints and shifting or conflicting priorities.

Interpret, understand, explain, and apply applicable laws, rules and regulations.

Communicate effectively with individuals and groups orally and in writing.

Prepare concise, clear reports.

Organize work in a highly efficient manner.

Work independently with a minimum of supervision.

Apply sound independent judgment in administering current programs, systems and operating policies.

Represent the agency in various public forums.

Organize and review the work of professional, technical and clerical personnel.

Analyze problems, identify alternative solutions, and project consequences of proposed actions.

Perform difficult and complex housing, community development, and grant work.

Carry out special and general assignments and meet assigned deadlines without direct supervision.

TYPICAL WORKING CONDITIONS

Work is performed in a normal office environment.

TYPICAL PHYSICAL REQUIREMENTS

Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; lift and/or move light weights; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

MINIMUM QUALIFICATIONS

Experience:

Minimum of three years of experience in managing community programs including staff supervision and oversight responsibility, two years of which should include experience providing direct service to human service clients.

Education:

Bachelor's degree from an accredited college or university in community development, social services, business or related field.

Additional Requirements

Possession of a California driver's license.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.