

Economic Security Corporation Job Description

Job Title: Community Development Director
Division: Community Development
Reports To: Chief Executive Officer
FLSA Status: Exempt
Revision Date: September 17, 2019
Job Classification: Grade 10

SUMMARY

The Community Development Director is responsible for the direction of the Community Development programs, which includes community based programs, emergency, homeless, housing, energy, case management and others. The Community Development Director works in the development of an agency needs assessment and works with the Board of Directors to fill board vacancies.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Creates project goals with the help of the Community Development staff and the community.
2. Develops work specific minimum requirements to ensure that contracts or grants are completed.
3. Develops new community based programming.
4. Plans, prepares, and monitors annual budgets for the division.
5. Develops and writes grants as required.
6. Travels the four-county area, as necessary, to ensure that quality work is being performed.
7. Completes all required program reports in a timely manner.
8. Ensures program compliance with federal, state, and local funding source requirements and agency rules.
9. Provides client trends to local, state, and national organizations.
10. Develops, monitors, and evaluates outcomes for the department.
11. Acts as a public relations person to create a good image of the division and its programs to the community.
12. Represents the interest of the poor with other agencies and organizations.
13. Acts as a consultant to the Community Relations Committee of the agency board.
14. Works to stimulate the community to provide services not currently available.
15. Maintains working relationships and lines of communications with elected officials.
16. Recruits, screens and fills agency Board of Director's slots.
17. Helps develop an agency needs assessment and participates in the agency's strategic planning process.
18. Develops professional relationships with community agencies in order to better serve low income families.

19. Acts as a catalyst to stimulate community awareness to provide new services and to provide for unmet needs.

SUPERVISORY RESPONSIBILITIES

Manages one to two subordinate supervisors who supervise a total of 5 employees in the Community Development Division. Also directly supervises 10-13 non-supervisory employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees, planning, assigning, and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

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

Bachelor's degree in psychology, sociology, social work or related field and two year management experience in a social service agency, or five years related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, legislators, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical diagram form and deal with several abstract and concrete variables.

COMPUTER SKILLS

Proficient personal computer skills, including electronic mail, record keeping, routine database activity, word processing, spreadsheet, graphics, etc.

PLANNING/ORGANIZATION

Ability to prioritize, organize, and delegate assignments.

CERTIFICATES, LICENSE, REGISTRATIONS

Must possess a valid driver’s license, have reliable transportation, and must meet Missouri automobile liability minimum requirements.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel crouch or crawl; and taste or smell. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee must have manual dexterity sufficient to reach/handle items, work with fingers, and perceives attributes of objects and materials. The employee performs light physical activity performing non-strenuous daily activities of an administrative nature.

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.

The working conditions for this position are in a well-lighted, heated and/or air-conditioned indoor office setting with adequate ventilation and moderate noise.

Employee Signature

Date

Employee Name