

Economic Security Corporation Job Description

Job Title: Deputy Director
Department: Administration
Reports To: Chief Executive Officer
FLSA Status: Exempt
Revision Date: December 26, 2018
Job Classification: Grade 11

SUMMARY

The Deputy Director serves in a capacity to ensure the ongoing operations of Economic Security Corporation of Southwest Area and its services to clients and the Board of Directors in the absence of the Chief Executive Officer.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Serves as the person appointed or authorized to act as a substitute for the Chief Executive Officer
2. Assists the Chief Executive Officer in supporting the Board of Directors
 - a. Ensures integrity and strength of the Board in its leadership, and addresses issues around clarity of role, governance, bylaws/policies, corporate structure and membership
 - b. Assists with the recruitment and orientation of new Board members
 - c. Prepares executive reports as requested by the Chief Executive Officer
3. Convenes and leads in the absence of the Chief Executive Officer
4. Reviews and signs contracts for agency transactions
5. Attends meetings, training sessions and conferences on behalf of the Chief Executive Officer
6. Fulfills one level in the agency's Customer Grievance Procedure
7. Fulfills other duties as assigned

SUPERVISORY RESPONSIBILITIES

Directly supervises all agency employees in the absence of the Chief Executive Officer. Carries out responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may 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 accounting from four-year college or university; or four years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret complex documents, ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original and innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and or boards of directors.

MATHEMATICAL SKILLS

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

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 or 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

Prioritize, organize, and delegate assignments.

CERTIFICATES, LICENSE, REGISTRATIONS

Must possess a valid driver's license, have reliable transportation, and 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 frequently required to sit; and use hands to finger, handle or feel. The employee is occasionally required to stand; walk; reach with hands and arms; and talk or hear. The employee must occasionally lift and/or move up to 10 pounds. The employee has light physical activity performing non-strenuous daily activities of an administrative nature. The employee must have manual dexterity sufficient to reach/handle items, works with the fingers, and perceives attributes

of objects and materials. Specific vision abilities required by this job include close vision and ability to adjust focus.

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 to enable individuals with disabilities to perform the essential functions.

The working conditions are well-lighted and/or air-conditioned indoor office setting with adequate ventilation. The noise level in the work environment is usually moderate.

Employee Signature

Date

Employee Name