COASTAL COMMUNITY ACTION PROGRAM
101 E. Market St.
Aberdeen, WA  98520

JOB DESCRIPTION

TITLE:    Housing & Community Services Director

IMMEDIATE SUPERVISOR:   Chief Executive Officer

JOB CLASSIFICATION:  Director                      SALARY RANGE:   XIII - XVI

PROGRAM:  HCS Department                       ASSIGNED STAFF:  Approx. 40 FTE

SUMMARY DESCRIPTION:  The Director is responsible for the day to day oversight and management of the contracts assigned to the Housing and Community Services Department including providing supervision, support and direction for the program staff. Assures program compliance with all applicable regulations, requirements and contracts as well as cost control and quality assurance for the program. Responsible for applicable grant and application writing and development of new programs to fulfill client needs.

FUNCTIONAL RESPONSIBILITIES:

1. A strong commitment to helping individuals and families in need.
2. Lead agency efforts in Housing, Nutrition, Energy Services and other key community programs.
3. Oversee development and delivery of Housing, Nutrition, Energy and other key community services.
4. Oversee monthly expenditures, budgets, program modifications and authorize expenses for the program.
5. Assist in strategic leadership with community partners in developing new low-income projects and programs.
6. Establish and maintain working relationships with subcontractors, vendors, funding sources and the general community.
8. Lead and/or be involved in community/state/national committees and groups that are working to provide solutions in the program areas assigned to the department.
9. Provide all programmatic duties when necessary.
10. Ensure profitability and sustainability of the programs.
11. Provide and maintain the highest quality service delivery for the clients.
12. Participates in the planning, preparation and development of grant applications, budgets, progress reports, contracts and other necessary grants management work.
13. Good performance management needs solid strategic thinking and planning, clear articulation of key strategic objectives, transparent measurement of progress.
toward those objectives and analysis and communication of results to stakeholders.
14. Review and update all personnel job descriptions annually.
15. Participate in overall agency management as a part of the Management Team.
16. Other duties as assigned by the Executive Director.

ADDITIONAL QUALIFICATIONS:

1. Bachelor’s degree required. In rare situations, an individual without the requisite degree may qualify by demonstrating knowledge and abilities equivalent to the degree that has been attained through a combination of work experience and education.
2. Experience working with diverse socio-economic groups / individuals
3. High-level of verbal and written communications skills
4. Must have demonstrated ability to develop and lead creative solutions for community wide or agency based needs.
5. Demonstrated knowledge, experience and accountability in strategic leadership and planning in complex, multi-service organization.
6. Demonstrated ability to lead and manage with integrity, respect, and professionalism.
7. Knowledge and application of advanced management principles, including budget building and development, and financial planning and management.
8. Experience in development of cost estimates for proposed programs and cost estimates related to proposed changes in federal and state laws and regulations.
9. Knowledge and experience in the management of federal grants and state funds.
10. Ability to motivate and empower staff.
11. A proven track record of working effectively with other organizations and agencies to achieve positive customer outcomes.
12. Computer literacy required.
13. Must have reliable transportation, current insurance, and a valid Washington State driver’s license.

It is the policy of the Coastal Community Action Program to assure that no individual be excluded from employment or employment opportunities on the grounds of race, age, sex, religion, national origin, marital status, sexual orientation, or presence of sensory, mental or physical handicap, or Vietnam era and disabled veterans, or be denied the benefits of any of the agency’s employment opportunities or delegate or contracted project agency.

Updated: February 20, 2020