



Cincinnati-Hamilton County Community Action Agency

We help make things happen

JOB DESCRIPTION

POSITION TITLE: Assistant Associate Director Administrative Services **FLSA STATUS:** Exempt
DIVISION: Head Start/Early Head Start **PAY GRADE:** 11
HIRING RANGE: \$21.94 - \$28.52 per hour
WORK HOURS: 8:00 a.m. – 5:00 p.m., 80 bi-weekly, requires evenings and weekends
LOCATION: Cincinnati-Hamilton County Community Action Agency (C-HCCAA)
1740 Langdon Farm Road, Cincinnati, Ohio 45237

POSITION SUMMARY:

Assists the Associate Director of Administrative Services in management and oversight of the enrollment, recruitment, selection, eligibility and attendance (ERSEA) area, Education, Health, and Family and Community Partnership content areas, and the Quality Assurance area. This position also assists with analyzing any issues or developments which have a significant impact on the policies, goals, objectives and operations of the Head Start program.

ESSENTIAL JOB FUNCTIONS:

Under General Supervision:

1. Manages processes that ensure completion of the self-assessment, community assessment, work plan, PIR and other required documents. Also ensures the analysis of the self-assessment, community assessment, outcomes, and other program data to assist planning efforts, determine program options, recruitment efforts, and enrollment guidelines are met.
2. Assists in managing the Health, Education, FCP content area, and the Quality Assurance division to minimize program risk, ensure quality, and conduct research that ensures best practices are developed and implemented Grantee-wide.
3. Provides input and solutions to develop and or revise Head Start's ERSEA systems, policies and procedures, and reporting systems.
4. Assists in directing staff functions to ensure written procedures are implemented to adopted policy and to clarify and describe standard practices; standard reports; design and improve forms, work procedures and program tracking procedures; and to coordinate publications and dissemination of materials to management, staff and parents.
5. Assists in development of reports for Head Start/Early Head Start Director on information pertinent to characteristics of the Head Start population, and employment/economic trends as well as various local, state and federal legislations about early care and education issues.
6. Ensures the formation of interdisciplinary teams to evaluate and analyze programmatic issues and develop new approaches and solutions.
7. Provides administrative oversight of the development, and implementation of current and new databases to increase efficient service delivery, tracking, and reporting functions.
8. Assesses department needs and effectiveness in terms of accomplishing stated goals and objectives and achieving customer satisfactions by means of surveys, analysis of available data, conferring with stakeholders and researching and recommending systemic, policy, program or procedural innovations and improvement
9. Assists in managing the development and implementation of a grantee-wide central admissions, and grantee wide recruitment efforts.
10. Assists in managing processes and procedures that enhance data collection, management, analysis, reporting/publishing program performance reports and make recommendations from all data sources.
11. Ensures that department maintains records and data in a confidential manner.

This list of job functions contains the essential functions of the job only.
Other duties may be assigned as necessary.

QUALIFICATIONS AND REQUIREMENTS:

The incumbent must have:

1. Bachelor's Degree in Marketing, Family Administration Services or related area or Knowledge and experience in data collection, information processes, and systems along with general knowledge of policy and procedure compliance, typically gained by one to two years related experience in a lead position. Masters degree and previous job experience in Admissions Office preferred.
2. Training and training development experience.
3. Knowledge of Head Start performance standards, philosophy, and mission desirable.
4. Advanced computer literacy including database management, spreadsheet manipulation, word processing, internet, and email.
5. Microsoft Office program proficiency.
6. Excellent written and verbal communication skills.
7. Excellent interpretation and problem solving skills.
8. Current enrollment in Child Care Division – Criminal History Registry.
9. Valid driver's license and proof of insurance for work-related driving.
10. Ability to interpret policies and regulations, appropriately answer questions, and provide staff support.
11. Ability to work independently and in a team environment.
12. Sustained concentration on detail and accuracy and the ability to prioritize workloads.
13. Ability to compile, analyze and evaluate information; solve problems including identification, researching and analyzing alternatives, drawing conclusions, and making recommendations; evaluation of services and programs for efficiency and cost effectiveness; read and interpret rules, regulations, policies and procedures; access and use personal computer applications including word processing; perform basic mathematical calculations; work independently; organize and prioritize work assignments to meet deadlines and establish and maintain effective working relationships with co-workers, clients representatives of other agencies and departments

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job with or without reasonable accommodations.

Work environment:

Normally a typical office environment, with minimal exposure to excessive noise or adverse environmental issues, but also includes occasional local travel, including exposure to heat, cold, inclement weather conditions, and occasional environmental hazards.

Physical demands:

Ability to meet the following physical requirements with or without reasonable accommodation:

- a. Use hands to manipulate, handle, feel, and control items or equipment;
- b. Talk and hear;
- c. See and be able to read, write, and interpret written documents;
- d. Effectively communicate with the public;
- e. Lift and move objects weighing up to 15 pounds.

ORGANIZATIONAL STRUCTURE:

Reports to: Associate Director of Administrative Services

Cincinnati-Hamilton County Community Action Agency is an Equal Opportunity Employer. The Functions, Qualifications, Requirements and Physical Demands listed in this job description represent the essential functions of the job, which the incumbent must be able to perform either with or without reasonable accommodation. The listed Job Functions do not necessarily include all activities that the incumbent may perform.