



# Cincinnati-Hamilton County Community Action Agency

*We help make things happen*

Phone: (513) 569-1840 \* Fax: (513) 569-4354 \* Website: [www.cincy-caa.org](http://www.cincy-caa.org)

## JOB DESCRIPTION

<b>Position Title:</b>	Administrative Support (CSBG Manager)	<b>FLSA Status:</b>	Non-Exempt
<b>Division:</b>	Community Services	<b>Pay Grade:</b>	6
<b>Work Hours:</b>	8:00-5:00 Monday-Friday, some evenings and weekends	<b>Revision Date:</b>	March 2017

### Work Location:

Cincinnati-Hamilton County Community Action Agency \* 1740 Langdon Farm Road \* Cincinnati, Ohio 45237

## POSITION SUMMARY

### ESSENTIAL JOB FUNCTIONS:

*Under General Supervision:*

The above statements are intended to describe the general nature and level of the work being performed by staff assigned to this job classification. This is not an exhaustive list of all duties and responsibilities. Additionally, C-HCCAA management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

## QUALIFICATIONS AND REQUIREMENTS

*The incumbent must have:*

1. Attendance at the assigned work site s required.
2. A valid driver's license must be maintained throughout employment with CAA.
3. Valid automobile insurance must be maintained throughout employment with CAA.

## 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:

### PHYSICAL DEMANDS:

## ORGANIZATIONAL STRUCTURE:

facebook

[www.facebook.com/cincinnatiaca](http://www.facebook.com/cincinnatiaca)

twitter

[HTTP://twitter.com/#!/cincycaa](http://twitter.com/#!/cincycaa)

**Reports to:**

**Manages:**

**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.**

Your employment with the Cincinnati-Hamilton County Community Action Agency is entered into voluntarily or “at-will,” meaning that both you and the employer may end the employment relationship with or without reason, cause or notice unless otherwise prohibited by law. You are free to terminate your employment at any time, with or without cause. Similarly, C-HCCAA has the right to terminate the employee’s employment, or otherwise alter an employee’s position, duties, title or compensation at any time, with or without cause or notice. Therefore, the only employment relationship that exists is one terminable **at will** by either the employee or C-HCCAA.