

Kent County Government - Job Description

Director - Family Support Center

FSLA Status: Exempt

Closing Date: 7/29/2015

The County Commissioners are accepting applications for a Center Director for the Kent Family Center. Salary is \$55,000, with comprehensive benefit package. Obtain an application from the County Commissioners' Office, 400 High Street, Chestertown, Maryland 21620, (410)778-4595. Receipt of application, is required by 4:30 p.m. on July 29, 2015. Screening for illegal drug use and background investigation will be required prior to appointment. EOE.

SUMMARY

This is a responsible administrative and supervisory position. The employee must understand and be committed to the overall philosophy of the Family Support Center. He/She must work cooperatively with consultants from Maryland Family Network who are responsible for implementations and evaluation of Family Support Center program; maintain respect for confidentiality of information divulged by or on behalf of participants; possess the ability to relate to people of diverse educational, cultural and economic backgrounds; be willing and able to do aggressive outreach and recruitment; model appropriate interaction with young children and parents; have the ability to work independently and as a team member and leader.

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

Oversees all aspects of program development, supervision of staff, budget, money management, fundraising, enrollment, and facilities. Ability to keep accurate records, establish priorities, and to oversee financial matters and prepare budgets with multiple sources of income. Ability to garner additional funding when necessary.

Facilitates the smooth flow of the program, and ensures its adherence to stated philosophy.

Oversees the care, safety, and well-being of staff, participants, and volunteers.

Coordinates staff meetings, staff orientation and training, and encourages professional development.

Helps participants to identify needs.

Networks with the community by coordinating community outreach. Ability to plan and organize use of resources effectively.

Prepares monthly, quarterly and annual statistical and programmatic reports.

Attends sponsoring agency, MFN Directors' and FSC Advisory Committee meetings.

Thorough knowledge of the community or demonstrated ability to learn. Demonstrated ability to mobilize and utilize community resources and ability to form effective networks.

Demonstrated ability to attract and retain volunteers.

Knowledge of Board structure, its function and Agency/Board relationships. Ability to form and work with a Board effectively.

Public speaking ability. Ability to speak and write effectively.

SUPERVISORY RESPONSIBILITIES

This position supervises one to five subordinates. Responsible for the overall direction, coordination, and evaluation of this unit. 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; reward and discipline; 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 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

Master's degree in Human Services or Human Development preferred. Bachelor's degree accepted in the same field with a minimum of four years of experience in program development and management in program(s) serving populations similar to FSC populations. Minimum of two years supervisory experience required.

LANGUAGE SKILLS

Ability to read, analyze, and interpret information, financial reports, and legal documents. Ability to respond to complex inquiries or complaints from customers, regulatory agencies, or members of the business community and respond effectively to sensitive inquiries or complaints when appropriate. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts and percentages.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to solve practical problems and deal with a variety of variables in situations where only limited

standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

COMPUTER SKILLS

To perform this job successfully, an individual must have knowledge of Microsoft Office.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Maryland Driver's License or equivalent.

Have current medical evaluation, including a tuberculosis screen within six months before the individual begins work in the Center

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; use hands to finger, handle, or feel; reach with hands and arms; talk and hear; taste and smell. The employee is regularly required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, adjust focus, and color vision.

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 noise level in the work environment is usually moderate