

Job Description

Job Title: Program Director
FLSA: Exempt
Reports to: Area Director
Office: Santa Clarita

SUMMARY: Under the supervision of the Area Director, the Program Director is responsible for the administration, operation, development and public relations for all contracts and programs in Santa Clarita.

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

- Responsible for grant compliance for all programs, including claims and reports;
- Monitors budgets for all programs, seeks revenue streams to support program operations;
- Develop and maintain relationships with local funders to support programs;
- Sets up speaking engagements, meetings and facility tours;
- Supervision of Case Manager;
- Assists and supports fundraisers for the Area, including the walk-a-thon and golf tournament;
- Responsible for the duties of Program Director as outlined in the LAHSA and Santa Clarita contracts;
- Prepares reports for the City of Santa Clarita and LAHSA, including quarterly, daily and monthly reports to same;
- Attends mandatory meetings for the City of Santa Clarita and LAHSA;
- Processes monthly LAHSA billings with the assistance of the central support office and the appropriate training by LAHSA;
- Attends all trainings pertinent to the position with the City of Santa Clarita and LAHSA;
- Responsible for the day to day operations of the office, including answering and returning phone calls, client intake, handling walk-ins, care of the physical office, ordering supplies and any and all administrative duties with respect to the position of Program Director;
- Responsible for all financial and banking duties of the office, including balancing imprest account, preparing monthly imprest reports, preparing transmittal reports, bank deposits, check requests and transfers;
- Meets weekly with the Area Director to discuss clients, office operations, issues, concerns and questions with respect to the office and the Santa Clarita contracts.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work of staff, and conducting performance reviews.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies:

- Problem Solving – identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- Client Services – manages difficult or emotional client situations; responds promptly to client needs; responds to requests for service and assistance; meets commitments.

- Interpersonal – focuses on solving conflict; maintains confidentiality; remains open to others ideas and tries new things.
- Oral Communication: Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.
- Written communication – writes clearly and informatively; edits work for spelling and grammar; able to read and interpret written information;
- Ethics – works with integrity and ethically; upholds organizational values;
- Judgment – Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

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 walk; sit; use hands and fingers, handle or feel objects, tools or controls; and talk or hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and the 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 made to enable individuals with disabilities to perform the essential functions.

I have read and understand the position description included in my new hire packet. I agree to follow all the duties and responsibilities listed on the form. I recognize that changes will be made from time to time as necessary and I will be notified of these changes. It is understood that I will accept and follow these changes as assigned by my supervisor.

Signature

Date: _____