BUTTE 4-C's

101 North Main Street * 723-4019

JOB DESCRIPTION
EXECUTIVE DIRECTOR

The Executive Director is primarily responsible for managing and overseeing all aspects of the agency, which includes but is not limited to Financial, Personnel, and Community Leadership.

ACCOUNTABLE TO: The Executive Director is accountable to the Board of Directors. Job performance evaluations will occur following a 12-month probationary period, and on an annual basis thereafter.

RESPONSIBILITIES:

FINANCIAL:

- Responsible for securing on-going funding to meet the fiscal needs of the agency; responsible for grants and contracts being completed and submitted to appropriate funding source in a timely and professional manner
- Responsible for insuring that all government and private funds awarded to Butte 4-C's are used in the manner designated by the grantor and/or contract
- Responsible for seeing that grant goals are met at 95-100% levels as stated in the grant or contract
- Responsible for the fiscal integrity of the agency; develop, monitor and revise fiscal and programmatic internal controls and agency policies
- Develop, monitor and update annual operational budget of the agency; present all budget proposals to the Board of Directors for review and approval prior to implementation
- Provide prior approval for all unbudgeted expenditures
- Procure annual audit services in accordance with applicable Office of Budget and Management Circulars (OMB)

PERSONNEL:

- Ensure that the agency is staffed appropriately to meet requirements of the grant awards
- Responsible for recruiting, hiring, evaluating and dismissing staff
- Provide leadership, supervision, orientation, training, evaluation and support
- Responsible for reviewing and granting travel and educational requests of all staff
- Accountable for annual written job performance reviews of all staff; make recommendations to Board of Directors for annual or merit increases in staff salaries before any financial increases are granted
- Must sign a confidentiality statement

LEADERSHIP:

- Responsible for providing ongoing communication to staff, Board of Directors, and state and local agencies regarding agency programs; provide written and verbal reports to members of such entities as requested or required
- Provide ongoing communication with staff for information sharing, team development, motivation and support; responsible for providing regular staff meetings

- Responsible for communicating with the Board of Directors at regularly scheduled Board meetings; submit reports to the Board of Directors as requested or deemed necessary
- Represent the agency in the local and state community by serving on committees, councils, boards, etc. with the intention of promoting awareness of and enhancement of the services of this agency
- Attend all local and statewide meetings as they pertain to the mission of this agency

GENERAL:

- In-town and out-of-town travel to include over-night travel may be required to perform the responsibilities of this position. The employee is to provide a mode of transportation for this travel. Some travel may be required during inclement weather. Mileage reimbursement is provided.

QUALIFICATIONS:

- Bachelor's degree related to the administration of human services and 3-5 years related experience
- Ability to work with people of all ages
- Must be willing to submit to a background check
- Demonstrated skills in the following areas:
    * Management of overall agency operations
    * Budget management/cost allocation plan
    * Supervisory and personnel duties
    * Board liaison
    * Grant writing and contract compliance
    * Experience and proficiency with Windows and Word
    * Compiling and reviewing statistical data
    * Leadership skills
- Must be familiar with all early childhood issues
- Must be able to travel to meetings and professional development throughout the state; must show proof of valid Montana Driver's License and insurance or plan for accomplishing travel requirements in lieu of driving

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 the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day.