



THE NATION'S PRIDE

Head Start

UMATILLA-MORROW HEAD START, INC. POSITION DESCRIPTION

OPERATIONS DIRECTOR

Position Information:

Supervised by: Associate Director of Operations

Supervises: Transportation Manager, Team Leaders, Maintenance Specialist, Health & Safety Coordinator, Custodian

Salary: Director I

Classification: Exempt

Terms of Employment: Regular-Full Time

Job Goal:

To supervise and provide direction for area services, operations, staff, and systems; to represent the agency in the community; to manage content area of Transportation, Maintenance, and Health & Safety; and provide technical assistance in the delivery of services

Essential Responsibilities:

- Administrative Management
 - Oversee effective working relationships within the office
 - Ensure that all fiscal funding source requirements are met in conjunction with Administrative Services Office through the use of comprehensive internal monitoring systems
 - Assist in the development of the Area Office Budgets and monitor expenditures to ensure budget conformance
 - Ensure that all reports and records are maintained accurately and submitted in a timely manner
 - Maintain records monthly for supply disbursements to the programs or sites with updated charges for supplies
 - Maintain records monthly for staff mileage accumulations to the programs
 - Ensure fiscal department receives all needed paperwork in a timely manner
 - Coordinate submission of month end reports from appropriate staff
 - Maintain a current cost comparison book up-to-date for all office supplies, paper products, cleaning, and janitorial supplies
 - Ensure proper procedures for purchasing have occurred
 - Coordinate and facilitate monthly Team Leader meetings
- Operations
 - Manage all UMCHS center facilities and ensure that all safety, legal, program, and licensing requirements are met
 - Ensure safety, maintenance and daily operations of the Hermiston Administrative Office
 - Ensure that all area programs meet or exceed program standards
 - Complete Health and Safety Checklist at assigned facilities monthly
 - Complete Facilities inspections at assigned facilities semi-annually
 - Maintain the key box and check out of all keys to staff (agency vehicles and facilities)
 - Maintain the Agency Vehicle check out for the staff at the Hermiston Administrative Office
 - Ensure documentation of space yearly by September from all designated sites
 - Be familiar with Integrated Pest Management techniques and management strategies.

- Maintain 6 hours of training each year
 - Ensure Agency office supplies and consumable supplies are stocked and readily available for staff
- Be familiar with School Bus Drivers Transportation regulations
 - Ensure that all reports and records are maintained accurately and promptly
 - Ensure the transportation program meets or exceeds program and state standards
- Supervision
 - Supervise Transportation Manager, Team Leaders, Maintenance Staff, Custodian and Health & Safety Coordinator
 - Promote the professional growth and development of Transportation Manager, Team Leaders, Maintenance Staff, and Health & Safety Coordinator
 - Coordinate with other supervisors to provide supervision, leadership, and direction for Transportation Manager, Team Leaders, Maintenance Staff, and Health & Safety Coordinator including: performance evaluations, training, orientations, attendance record keeping, and other forms of assistance
- Program Planning and Development
 - Provide leadership for the integration of all Agency program components at
 - Maintain regular interaction with appropriate community agencies and leaders as appropriate
 - Participate as an Administrative Team member in the development of plans to meet Agency goals
 - Assist with Center Teams', Maintenance, Transportation, and Health & Safety Coordinator needs
 - Assist Associate Director of Operations in the completion of a yearly Community Assessment
 - Plan, in conjunction with other Administrative Team members, program expansion based on Community Assessment
 - Participate with Administrative Team members in establishing and maintaining relationships with appropriate school districts and organizations within service areas
 - Provide leadership for securing space for program needs and expansion
- Apply safe practices in the performance of duties
 - Reporting of unsafe or hazardous working conditions and/or any injury immediately
 - Complying with Agency safety standards
 - Participate in emergency drills
 - Promote a culture of safe environments in the workplace

Qualifications:

- AA/BA degree in Business or related field
- Three years non-profit experience; of which two years' experience are in managerial and supervising
- Strong Leadership Skills
- Word Processing/Spreadsheet experience (preferred)
- Strong leadership skills
- Current enrollment in the Child Care Division's Central Background Registry
- Current physical examination, drug screen and TB screen documentation upon hire
- Head Start experience (preferred)
- Community service experience (preferred)
- Ability to coordinate and/or conduct training sessions (preferred)
- Multi-cultural experience (preferred)
- Adequate means of transportation
- Desire to work with low-income children and their families

General Staff Responsibilities:

- Participate in staff meetings, conferences, training sessions and workshops as assigned
- Demonstrate familiarity with employment policies, performance standards, work plan and objectives of Agency
- Maintain congenial and respectful relations with staff, children, families and community
- Keep current and accurate records
- Maintain confidentiality in regards to staff and family information
- Maintain objectives and professional standards
- Improve self-skills and education
- Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy
- Perform any other work-related duties as requested by your supervisor
- Be present at work in order to provide consistency of services
- Be a contributory team member in a positive/productive manner
- Demonstrate commitment to mission, values, and policies in the performance of daily duties

Other Requirements:

- Communicate effectively with staff, families, children, and the public using the phone and in face-to-face, one-to-one, and in group settings
- Observe, compare, and monitor behaviors, records and data to determine compliance with prescribed standards
- Comprehend, analyze, and make inferences and references from written material
- Fluent in English both verbally and written
- Produce written documentation with clearly organized thoughts using proper sentence construction, punctuation and grammar
- Ability to drive a private or Agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements
- Instruct, lead, train and facilitate others in a group setting

Umatilla-Morrow Head Start, Inc. Is an Equal Opportunity Employer