



UMATILLA-MORROW HEAD START, INC.  
POSITION DESCRIPTION

**DEPUTY DIRECTOR**

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**Position Information:**

**Supervised by:** Executive Director

**Supervises:** Macro Agency Programs, Functions & Contracts

**Supervises Positions:** CASA/Volunteer Manager, Human Resources Director, CCRR Director & Directors/Managers as Assigned by ED

**Salary:** Director IV

**Classification:** Exempt

**Terms of Employment:** Regular-Full Time

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**Job Goal:**

The Deputy Director for UMCHS oversees the general management of all program areas generally and those specifically assigned, which includes program development, delivery, and evaluation, as well as supporting fundraising, budget setting, knowledge management, and internal and external relationship management. The Deputy Director will be thoroughly committed to the agency's strategy and mission and will demonstrate supportive, positive and engaged leadership, coaching and problem solving and strong demonstrated success in managing internal and external relationships. Functions fall into three key areas:

**Program Leadership & Support:**

- Enhance, flesh out, and implement organizational vision as established Strategic Plan
- Ensure ongoing programmatic excellence
- Demonstrate consistent quality of finance and administration, fundraising, communications and systems ; recommend timelines and resources needed to achieve the program goals
- Attract, develop, coach, and retain high-performance team members, empowering them to elevate their level of responsibility, span of control, and performance
- Work with staff to develop systems to ensure consistent, high-quality project management
- Provide leadership in development of inter-team communication and cohesiveness, sustaining culture and supporting staff during organizational growth

**External Relationships:**

- Expand revenue generating and fundraising activities to support existing programs and the growth; cultivate existing relationships and develop new funder relationships for the agency as a whole in concert with Development Plan
- Manage relationships with partner organizations

**Knowledge Management:**

- Provide global CQI for the necessary systems, processes, and tools to better support the facilitation, collection and sharing of programs and services as well as background checks and other security measures, checks and balances are in place and current.
- Ensure that key project outcomes and/or policy, advocacy, and legislation are allowable by contracts and performance standards and reflected in current Policies & Procedures, updating as required.
- Work collaboratively with the senior management team to integrate cross program activities and

functions related to Workforce Development, Fiscal, and Information Technology.

### **Essential Responsibilities:**

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- Manage higher-level Agency affairs that supersede programmatic responsibility or support the structure that allows for economy of scale operations and high levels of accountability and quality assurance. Develop and implement program policies and procedures; where appropriate, soliciting staff and community members' participation in setting policy and developing tools for evaluation
  - Represent the agency at assigned meetings and also serve as the agency as requested by the executive director at legislative and other forums where elected leaders, and funders are present so communities understand the breadth of services and Head Start.
  - Absorb tasks assigned by executive director for Agency Programs & Services including; serving as Interim Director or Administrative Support to Program Directors and / or programs.
  - Rewrite policies and procedures at the request of executive director and present requests at Governance proceedings.
  - Oversee the contract routing system for the agency, managing time lines and expediting processing of agency contracts.
  - Oversee timely reporting by Managers & Directors for the agency.
  - Negotiate contract agreements with vendors as needed.
  - Take the lead in Benefits Negotiations and roll outs insuring procurement processes are thorough and execution of campaigns to communicate to and serve our employees is done in a supportive, successful manner.
  - Review data trends on volunteers, HR, and other assigned areas of review, ie for HSQI.
  - Serve as back up to ED for fiscal matters and provide authorization of AP/JR invoices, payroll and CJE's as requested by ED.
  - Visit and develop supportive presence in all of our sites.
- Manage and mitigate liability for the agency
  - Troubleshoot systems of care internal to the organization as requested by ED.
  - Gather all passcodes and serve as guardian and source of these documents including managing and monitoring appropriate changes in times of transition.
  - Ensure protocols regarding information security, building security and personal safety are assured in Depts.
  - Respond to Workmen's Comp. situations, maintain files and represent the agency in claims affecting our liability.
  - Terminations of employees, Workmen's Comp. claims, legal affairs, subpoenas, complaints and manage related records. Complete review of key performance areas at request of ED.
- Continued Quality Assurance
  - Organize the self-assessment ensuring adequate participation by all sectors and alignment with Community Development Plan.
  - Update policies and procedures: assess requirement by rule or standard, address policy mythology, industry best standards and make recommendations on options to simplify.
  - Review internal service functions and departments for improved performance in key component areas in concert with Executive Director. Draw baseline data, assess performance over time and productivity and communication. Draft goals and recommend benchmarks for achievement and growth.
  - Ensure data dashboard is populated, that trends are meaningful and that data is populated and submitted for inclusion into governance reports and marketing features

- Team Development, Staff, Volunteers, Partners, Donors
  - Oversee volunteer recruiting policies and practices.
  - Oversee grant procurement including serving as holder of key documentation needed for grant submissions and review that all materials are in a final product format before submission.
  - Identify grant sources for different programs and help drive the process for acquisition.
  - Oversee training authorizations for mid-level management and below. Establish parameters and priorities in accord with goals and vision set by the ED, Governance and contracts. Insure agency vision for "Grow Your Own" and fostering Leadership Training is cultivated and supported.
  - Insure professional development plans are in line with position, vision & budget.
  - Have physical presence in locations and represent the agency in community meetings like a Kiwanis, Rotary, Chamber etc.
  - Participate in donor development activities as needed and requested. Engage senior management and community in events and in planning or executing functions that relate to ensuring fiscal and programmatic support, cash of in-kind support for all agency programs.
- Directly Supervise Assigned Programs or operations including CASA & CCRR, HR, IT

### General Staff Responsibilities:

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- 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
- 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:

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- **Program Leadership and Management:** This individual will have taken a hands-on approach in leading a variety of initiatives. The ideal candidate will have a track record of effectively leading a performance-based and outcome-based program and staff. S/he will have developed and operationalized strategies that have taken a program or organization to the next stage of growth
- **Team Building and Development:** The successful candidate will have recruited, managed, and

developed a strong team of staff, program/project managers, and development professionals. This individual will serve as a "player/coach" to motivate and mentor his/her team

- **Exceptional Communication and Influencing Skills:** As a voice/advocate, the DD will have strong written and verbal communication skills. S/he will be a persuasive, credible, and polished communicator with excellent interpersonal and multidisciplinary project skills. This individual must work collaboratively with internal as well as external partners and other organizations, providing exposure for program impact in a variety of professional journals and other media outlets. Ideally, this person will have served as an effective spokesperson at the national level.

### **Other Requirements:**

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- 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
- Daily use of computer screen
- Sort; alphabetize documents, records and/or files
- 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***