 HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL

47 Rainbow Drive

 Hilo, Hawaii 96720-2013

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**POSITION TITLE:** Deputy Director

Job Description Approved Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Deputy Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Human Resource \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REPORTS TO:** Executive Director

**JOB LOCATION:** Hilo Central Administration

**FLSA:** Exempt

**ACCOUNTABILITY:** The Deputy Director is responsible for overseeing the organizations programs and operations, and ensures that programs align with the organization’s mission and the directives of the Executive Director. The position represents the organization in the absence of, or at the direction of the Executive Director.

**ESSENTIAL JOB FUNCTIONS:** *(To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. The position description is intended to describe the general nature and level of work being performed. It is not to be an exhaustive list of all responsibilities and skills required.)*

1. Assist with the development and implementation of short and long term plans to meet the goals and objectives of the agency. Assist with agency operations and recommends policy actions. Implements the policies and procedures established by the Board of Directors and Executive Director.
2. Assures efficient and responsible agency operation by providing managerial leadership and direction when requested by Executive Director. Assist in designing and maintaining the organizational structure and in establish agency objective and monitoring progress. Works with other management personnel in developing administrative goals.
3. May review, approve or disapprove selected hiring, termination or changes in status of employment for agency employees; assumes full responsibility for such in the absence of the Executive Director.
4. May oversee preparation of the agenda for board meetings, consulting with the board president a needed to identify appropriate issues to include on the agenda.
5. Assist the Executive Director in the development, implementation and coordination of policies and programs.
6. Participates in employee selection activities by serving on interview teams.
7. Directs the selection, supervision, training and evaluation of assigned staff.
8. Provides supervision and guidance to the professional and management staff, including working with staff to develop work plans that reflect the agency’s strategic goals and include specific assignment of responsibilities that ensure the agency meets goals as articulated in its strategic plans and grant proposals.
9. Work with staff on development and enhancement of skills and knowledge.
10. Works with Executive Director, Fiscal Officer, and Human Resource Officer to ensure that there is an effective integration of work responsibilities and planning which will foster the best results and ensure a positive work environment.
11. Works with the Executive Director to identify opportunities for new agency initiatives.
12. Participates in the strategic planning process with a specific responsibility of engaging staff in development of recommendations to the Executive Director.
13. Works with the Executive Director to develop materials and processes to engage the Board of Directors in strategic planning process.
14. Works with the Executive Director to develop, sustain and grow program and services. This includes participating in (and facilitating) regular meetings and planning sessions; developing community programs; working with senior management on budget, finances, and agency-wide planning.
15. Assists in carrying out federal, state and local objectives of agency programs.
16. Develops and maintains cooperative working relationships with various agencies at the federal, state and local level.
17. Assists in the development of program plans and priorities for the agency.
18. Assumes responsibilities of the Executive Director in his/her absence.

**WORKING CONDITIONS:**

Mostly in an office environment. Requires regular adherence to established schedule and may be required to work variable hours and days. May involve travel to visit organizations and groups within the state.

**EQUIPMENT USE:**

Required use of computer.

**MENTAL DEMANDS:**

Duties require frequent multi-tasking, attention to detail, conceptualization, and expressing or exchanging ideas and ability to use sound, good judgment.

**PHYSICAL DEMANDS:**

Duties requires periods of prolonged sitting, standing and working at a computer.

**COMMUNICATIONS:**

Duties requires frequent communication inside and outside the agency using considerable tact, encouragement and discretion. Ability to relate and communicate with a diverse group of people and organizations.

**KNOWLEDGE SKILLS AND ABILITIES:**

* Ability to read, analyze, and interpret professional journals, financial reports, legal documents, technical procedures, or governmental regulations; write reports, efficiently in both written and oral form; and, effectively present information to public group, and/or board of directors.
* Ability to define problems, collect data, establishes facts, and draws valid conclusions; exhibit independent judgment in the development, implementation and evaluation of plans, procedures and policies.
* Knowledge of the principles and techniques of grant administration, contract administration and negotiation, community organization, fiscal and organization management, principles and practices of advocacy and public relations.
* Ability to plan, direct and coordinate activities; work with commercial vendors, government agencies, community groups and other organizations as necessary.
* Effective leadership and organization skills.
* Skills in staffing effectively; selecting, training and developing employees; directing employees toward desired objectives, delegating, motivating, resolving problems, and controlling the functions developing performance standards, measuring results, taking corrective action and rewarding employees as appropriate.

**MINIMUM QUALIFICATIONS:**

* Minimum attainment of master’s degree in business, human resources or other equivalent degree in a related field AND five years of increasingly responsible administrative experience, at least three of which shall have been in a supervisory capacity.
* Knowledge of the management process.
* Experience writing grants.
* Non-profit experience preferred.
* Must possess a valid driver’s license with no restrictions or serious violations and submit renewal upon expiring periodically.
* Provide a driving abstract prior to hire and updated annually.

**ACKNOWLEDGMENTS:** I have received a copy of the Job Description and accept it as written. I understand that my performance in this position will be evaluated in accordance with the provisions and applicable policies of the HCEOC Personnel Policies.

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Employee Signature Date

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Supervisor Signature Date