

**SouthEastern Arizona Community Action Program, Inc.**  
**283 West 5<sup>th</sup> Street**  
**Safford, Arizona 85546**

**POSITION DESCRIPTION**

**POSITION TITLE:** Executive Director

**SUPERVISES:** Fiscal/Contract Manager  
Secretary  
WAP Program Manager  
Regional Coordinators

**REPORTS TO:** Board of Directors

**LOCATION:** 283 West 5<sup>th</sup> Street  
Safford, Arizona 85546

**FUNCTION:**

Serves as the principal operating executive of this agency and ensures the implementation of the Board of Directors, Policies and Programs. Provides overall direction to the staff in its role of planning for and executing the programs in Cochise, Graham, Greenlee and Santa Cruz Counties under the provisions of the funding source guidelines and regulations.

**DUTIES:**

1. Provides initiative in identifying the need for action by the Board of Directors to develop or revise policies, to issue directives designed to achieve the objective of facilitating Cochise, Graham, Greenlee and Santa Cruz County role as Community Action Agency.
2. Provide thoughtful, constructive recommendations for, and critique of policies and directives which the Board would consider implementing.
3. Assists the Board of Directors in interpreting National, State, Regional and local policies, directives and instructions; provides the initiative in identifying actions and timing required of the Board to comply therewith.
4. Provides initiative and assistance to actions required of the Board of Directors by other agencies from which the Agency derives funding.
5. Assures staff support for, and provides professional counsel to, the Board of Directors in the process of:
  - (a) Defining program objectives, strategies, plans, projects and programs.
  - (b) Identifying and pursuing program funds and other resources.
  - (c) Monitoring and controlling programs toward their individual goals in alleviating poverty in Cochise, Graham, Greenlee and Santa Cruz Counties.
6. Serves as the principal channel of communication between the Agency Staff and the Board of Directors, interpreting Board Policies and directives into actions required of the staff; delegating authority to subordinates, as appropriate for policy and directive execution:

Reporting project, program, fiscal and staff performance to the Board and facilitating effective working relationships between Board committees and their staff counterparts.

## **SEACAP Position Description**

**Position: Executive Director**

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7. Provides overall executive guidance to the organization, operation, administration and control of the Program through the SEACAP paid staff and delegate agencies.
8. Serves as the Agency's chief and most active spokesperson in the community at large, keeping both the poor and the non-poor segments aware of the Programs and soliciting the involvement of the non-poor in identifying and participating in plans and programs for poverty alleviation.
9. Maintains continuing liaison with the Case Managers / Crew Members and facilitates their counseling and auditing role with the Agency.

### **REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:**

1. Maintains close administrative and counseling relationships with the Board of Directors, its Chairman and its Executive Committee.
2. Facilitates working relationships between the SEACAP Staff members and the local Community Action Office Staff.
3. Assures appropriate clerical and secretarial support to the Board of Directors.
4. Supervises the positions of Regional Coordinators, Weatherization Program Manager, Executive Secretary and Fiscal/Contract Manager.
5. Maintains liaison with the Department of Economic Security Community Services Block Grant Representatives and facilitates his/her role with the Agency.
6. Maintains a continuous role of informing and involving the community at large programs.

### **EDUCATION AND EXPERIENCE:**

1. Graduation from an accredited college or university with major course in the field of management.
2. Three (3) years of successful experience in the progressive management of organizations with similar community orientations of increasing size and increasingly diverse operating objectives.
3. An additional four (4) years of successful and progressive complex management experience in an organization with a similar community orientation may be substituted for the college degree.
4. Demonstrated ability to communicate and work successfully with Executive Boards and Committees.
5. Demonstrated ability to communicate clearly and relate effectively with several social and economic strata of a community.
6. Must have enthusiasm and a sincere interest in eradicating poverty.
7. Should be bilingual (Spanish-English).