

SCICAP, INC.
JOB DESCRIPTION

POSITION: 4 Counties For Kids Early Childhood Area Director

HOURLY_X_ SALARY__

RESPONSIBLE TO: 4 Counties For Kids Early Childhood Iowa Area Board of Directors and/or SCICAP Executive Director

SUPERVISED SUBORDINATE POSITIONS: None

NORMAL WORK SCHEDULE: Hours may vary, Part Time of 24 hours per week.

PHYSICAL LOCATION WHERE DUTIES WILL BE CARRIED OUT: Office duties are carried out at physical office location.

PRIMARY DUTIES & RESPONSIBILITIES BY ORDER OF IMPORTANCE:

- Act as Secretary of the Board of Directors if so directed by the Board.
- Carry out procedures established in the Iowa Code, Chapters 21 and 22 pertaining to open meeting in order to comply with the code.
- Maintain all Board meeting minutes and Board records required by Iowa law as set out in the Iowa Code, Chapters 21 and 22.
- Assist the Board in developing and implementing a process for service providers to apply for program and service funding from the Board.
- Assist the Board with the required annual audit.

Area Director Responsibilities – Board Reporting Requirements

- Assist the Board with developing and submitting an annual report of the 4 Counties For Kids Early Childhood Iowa Area, as required by applicable Iowa law and regulations.
- Assist the Board with development and submission of an annual budget for the 4 Counties For Kids Early Childhood Iowa Area, as required by applicable Iowa law and regulations.
- Assist the Board with development and submission of other periodic or ad hoc reports required by the State of Iowa Early Childhood Board.

Area Director Responsibilities – Contract Fiscal Management

- Prepare written contracts for all programs and services funded by the Board.
 - The State ECI Office has provided basic contracting information and templates in Tool QQ (http://www.earlychildhoodiowa.org/local_system/Tools/tool_kit_tools_new.html)
- Maintain accurate accounting of all monies managed by the Board.
- Monitor contract payment requests. Verify that all payment requests are in accordance with contract provisions, approve payment requests and deliver payment requests to the Fiscal Agent.
 - The Board shall appoint a Board Member to counter-sign all payment requests.
- Assist the Board in monitoring program/service providers' performance in accordance with contract provisions.
 - The Board shall arrange for a person or agency who is not associated with the Agency to perform on site monitoring of Agency programs funded by the Board.

Area Director Responsibilities – Community Planning

- Assist the Board in the development and maintenance of a comprehensive Early Childhood Community Plan.
- Assist the Board with periodically assessing the needs of communities served.
- Assist the Board with community outreach and networking.

Area Director Responsibilities – Quality Improvement

- Actively participate on all Board authorized committees.
- Assist the Board in developing public awareness of Early Childhood Iowa.
- Collaborate with local agencies and service providers in the design of products and services to meet the early childhood care, health and education needs in the local area.
- Collaborate with local agencies and service providers to measure the effectiveness of early childhood care, health and education products and services offered in the local area.
- The Board will annually perform an evaluation of the administration services being provided and report the results to the Agency.

Performance Measurements

- Meeting preparation, including notices and information for the Board members, is timely and accurate.
- Minutes of Board meetings are accurate and disseminated in a timely manner.
- 100% of Board records are maintained as required in applicable laws and rules.
- Information and direction provided to the Board is accurate and reliable.
- There is an effective process for service providers to apply for funding.
- Service contracts are prepared in an accurate and timely manner.
- Accurate accounting records for all Early Childhood Iowa funds administered by the Board are maintained.
- All required reports for Board submission to supervising government agencies are prepared and submitted in a timely and accurate manner.
- Accurate and timely information is provided to the Board, local agencies and service providers concerning Early Childhood Iowa rules and regulations.
- Programs and services have been developed that meet the Board's priorities.
- Programs and services are monitored in the performance of contracted services.
- Effective program and services measurement and reporting process has been developed.
- Early Childhood Iowa Area meets all requirements maintain its compliance with applicable Iowa laws and regulations.

MINIMUM QUALIFICATIONS:

- **EDUCATION** – A Bachelor's degree in Business, Public Policy Management or similar with 1 to 2 years experience in an office management setting, or Associate Degree in similar subject area with minimum of 3 to 5 years experience in office management setting.

SPECIALIZED KNOWLEDGE REQUIRED – *Shall not be performing services, either paid or unpaid, in any other program or service currently funded by the Board.*

- Travel is required both in and outside the service area. Proof of auto insurance and valid driving license is required if employee claims travel reimbursement.
- Must pass a criminal background check including a registry check of past/current founded child abuse.

EXPERIENCE REQUIRED – Prefer familiarity with issues of low-income populations and traumatic stress related events.

- Ability to communicate effectively both orally and in writing for a broad audience.
- Strong proficiency in Microsoft Office including Word, Excel and Power Point.
- Experience working with people with diverse visions.

- Knowledge of or working and ability to acquire in depth knowledge of an early childhood system in Iowa and the governing rules and regulations
- Willingness and ability to acquire and maintain basic knowledge of basic healthy child development.
- Willingness and ability to acquire and maintain basic knowledge of best practices to achieve results.
- Knowledge of or willingness and ability to acquire in depth knowledge of contracting procedures and policies, and fiscal and programmatic tracking and monitoring.

SKILLS & ABILITIES REQUIRED – ORGANIZATIONAL EXPECTATIONS: (Essential Functions)

- Supports and models the agency’s mission, vision, and values.
- Maintain a regular attendance pattern to assure continuity of services and adequate staff coverage.
- Demonstrate professional behavior at all times including appearance and maintaining an orderly functioning office area.
- Treat all individuals in a courteous, non-judgmental, reasonable and confidential manner.
- Ability to solve simple to complex problems, demonstrate good listening skills and process information accurately.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of written rules and regulations and translate that information to various program staff in a format resulting in contractual compliance in the delivery of program services.

WORKING CONDITIONS – The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- While performing the duties of this job, the employee is occasionally exposed to extreme cold and extreme heat.
- The noise level of in the work environment is usually moderate.

TRAVEL REQUIREMENTS – Travel is required, must maintain a valid driver’s license and have proof of current auto insurance.

PHYSICAL REQUIREMENTS – The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk and hear, occasionally required to stand, walk, use hand to finger, handle, or feel; and reach with hands and arms.
- The employee must occasionally lift and/or move 20 pounds.
- Specific vision abilities required by this position include close vision, and ability to adjust focus.

LANGUAGE REQUIREMENTS –

- Ability to communicate effectively both orally and in writing for a broad audience.
- Must be able to solve practical problems. Must demonstrate good listening skills.
- Ability to read, analyze, and interpret most complex documents.
- Ability to respond effectively to customer/staff complaints.

ACKNOWLEDGEMENT OF RECEIPT

My signature below acknowledges that I have received, read and understand the above Job Description.

Signature

Date