OWENS VALLEY CAREER DEVELOPMENT CENTER

Family Literacy, Language Program, Early Head Start
Tribal TANF, Career Education
2574 Diaz Lane ▪ P.O. Box 847 ▪ Bishop, CA 93514 ▪ (760)873-5107

POSITION TITLE: **Site Manager II**
CLASSIFICATION: **Exempt**
DEPARTMENT: **TANF**
SUPERVISOR: **Assistant TANF Director**
SALARY: **E4 $69,243.20 to $96,948.80 per annum**

Position Summary:

Under general supervision of the Assistant TANF Director, accomplishes the day to day program objectives by planning, organizing and supervising all functions required to operate and maintain departmental activities and services at a TANF office categorized as high volume and high functioning. Ensures all facets of program are in accordance with established laws, regulations, requirements, policies, and procedures. Maintains confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the duties performed by this position and is not all-inclusive. Each classification may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.

Essential Duties & Responsibilities:

- Establishes, implements and communicates goals, objectives, policies and procedures in accordance with program guidelines and services at a TANF field office.
- Conducts Employee Performance Evaluations in a timely and effective manner.
- Improves staff effectiveness by coaching, counseling, training and recommending disciplinary action for employees; planning, delegating, monitoring, and appraising job tasks and results in a timely manner.
- Hosts regular staff meetings to ensure communication among personnel and program-related activities.
- Ensures appropriate staffing levels to meet the needs of clients and communities.
- Prepares and submits monthly, quarterly and annual reports as required according to established timeframes and funding requirements.
- Conducts annual program evaluation and assessments of program components and staff according to established policies, procedures and regulations.
- Achieves financial objectives by managing the site budget, inclusive of operational plans and objectives, and recommends staffing and expenditures; monitors program expenditures; institutes budget revisions as appropriate; and reviews purchase orders,

processes payroll, employee leave requests, request for payment, and in-kind contributions.
- Creates, implements, and maintains TANF Department Standard Operating Procedures to include Performance Worksheets for goals and objectives.
- Prepares proposals with feedback annually on time, to ensure program continuation.
- Develops, plans, organizes, coordinates, and directs the activities of the TANF program to increase the self-sufficiency of clients.
- Implements and participates in staff development and training programs.
- Reviews and approves client support services requests, and resolves client appeals.
- Keeps leadership and other departments informed of status of program activities by attending meetings and submitting reports.
- Monitors, reviews, and approves expenditures for site lease and use agreements.
- Negotiates, develops, and coordinates direct service activities to TANF eligible participants that address the communities served.
- Reviews and resolves client support service requests & appeals.
- Oversees data collection and database maintenance. Ensures information is accurate and up to date.
- Networks and collaborates with internal departments and external partners to increase resources.
- Maintains professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.
- Maintains confidentiality of all privileged information.
- Performs other duties as required.

Minimum Qualifications:

Bachelor's Degree in Business Administration, Social Work, or related field required and three years' experience in program management, developing, writing, and implementing assistance programs including at least three years of supervisory experience; or any equivalent combination of education and experience that could likely provide the required knowledge, skills and abilities to perform the duties of the position. Shall possess and maintain a valid California Class C drivers' license, and qualify for employer insurability, throughout the course of employment. Must successfully pass a pre-employment drug/alcohol screen, and background investigation.

Knowledge, Skills, and Abilities:

- Knowledge of traditional form of government and tribal customs and traditions.
- Knowledge of applicable tribal, federal, state, county, and local laws, regulations, and requirements.
- Knowledge of OVCDC Tribal TANF Plan and 2 CFR Part 200 "Super Circular" cost principles.

- Knowledge of administrative, database, and program management.
- Knowledge of the development, preparation, and control of budgets.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in preparation of project time lines and staffing plans.
- Skill in providing leadership to, supervising, training, and evaluating assigned staff.
- Ability to communicate effectively in the English both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to work effectively with individuals and demonstrate leadership and team-building skills with empathy and enthusiasm.
- Ability to maintain confidentiality.
- Ability to work independently and meet strict time lines.
- Ability to make solid decisions and exercise independent judgment.
- Ability to identify and secure alternative funding or revenue sources.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to prepare accurate, complete, and legible reports and create and present detailed, accurate, objective, and effective speeches and presentations.

Physical Demands:

While performing the duties of this job, the employee regularly is required to stand; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee frequently is required to walk. The employee occasionally is required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds

Work Environment:

Work is generally performed in an office setting with a moderate noise level. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required. Travel will be required.

Native American Indian Preference:

Native American Indian preference shall apply to all positions at OVCDC pursuant to the Indian Self-Determination and Education Assistance Act (24 USC 450, et. seq.), 25 CFR 271.44, applicable Tribal Employment Rights Ordinances, and other relevant laws.