



### Job Announcement

<b>Position:</b> Director of Housing and Emergency Services	<b>Department:</b> Housing and Emergency Services
<b>Location:</b> Hughesville	<b>Employment Status:</b> Full-Time
<b>FLSA:</b> Exempt <b>Grade:</b> 16	<b>Compensation:</b> \$55,434 - \$83,152
<b>Weeks Worked:</b> 52	<b>Work Per Week:</b> 40 + hours Monday – Friday, some evenings/weekends
<b>Opening Date:</b> April 28, 2020	<b>Closing Date:</b> Until Filled

**Summary of Job Description:** The Director of Housing and Emergency Services reports directly to the Director of Housing, Energy, Food and Employment Services and is responsible for program management and targeted agency operations oversight, planning and evaluation, resource development, external communications, budgeting, personnel management, program expansion, etc. Conducting workshops and training for customers is involved. Managing customer satisfaction surveys and complaints. Responsible for oversight of the Housing Counseling, Office of Home Energy, and Emergency Food. Responsible for outreach and recruitment activities for all programs, and is responsible for the identification, securing and management of grant opportunities regarding COVID-19.

**Summary of Requirements:** *Bachelor's Degree* in Social Work, Public Administration, Business Administration, or human services related field and a minimum of three (3) years of experience in an administrative management level position is required. However, in lieu of degree, five (5) years of experience in an administrative management level position may be substituted. A strong working knowledge of the Community Action Agency, Energy, and Housing networks is preferred. Two-five years of experience in the management of federal and state grants required. Nonprofit sector experience necessary. Possess a demonstrated successful track record of mid-management level agency oversight. A strong background in program management, personnel management, and community engagement required. Other experience requirements include resource development; grants management oversight of major programs; budget, planning, effective working relationships at the federal, state, regional, and local governmental levels; excellent written, verbal, and technology-driven communication and presentation skills; public speaking; and effective team-based leadership.

Working knowledge of Microsoft Word, Excel, Outlook, or other software applications to retrieve data, create spreadsheets, and generate reports. Requires an ability to maintain confidentiality at all times. Ability to work independently, plan, exercise judgment and critical thinking, organize, and prioritize assignments to meet deadlines and complete tasks in a timely and accurate manner. Demonstrated ability to analyze problems/issues, gather data and information, evaluate, and recommend alternative solutions. Possess communication skills to effectively and professionally convey information using tact and diplomacy with the internal and external communities. Clearly demonstrated team-building skills to establish and maintain good working relationships. Knowledge of budget planning and preparation. Writing and grammar skills to independently draft correspondence pertaining to the operations, policies, and procedures of various subject matters.

**Responsibilities and Duties:**

- Monitor and administer program budgets and grants.
- Maintain required files, records, and complete reports.
- Oversee and review the client application process, determine program eligibility.
- Investigate any complaints.

Supervise and evaluate program staff.

Manage and supervise CAP60 database activities for all assigned programs and services.

Maintain coordination with other agencies.

Attend various conferences, task force meetings and related functions.

Seek and secure funding to continue and expand operations of program activities and support.

Identify and secure funds for program operations, expansion, and continuation.

Prepare monthly programmatic and any reports required by funding sources.

Participate in internal and external monitoring reviews.

Perform Public Relations Activities to market agency services.

- Develop and produce the Annual Report and Fact Sheets.
- Prepares press releases and public announcements.
- Leads in the development of Agency marketing materials
- Supervises and works with staff to disseminate information via Social Media

Serve as a clearinghouse for all statistical data and proposals.

- Implement the proposal request process to ensure compliance with the agency's mission and priority areas.
- Tracking submission and clearinghouse approval process.
- Monitor review and rating process.
- Establish outcomes and organizational placement.

Conduct Planning Activities

Participate in the Strategic Planning process

Assist in the preparation of the Agency Community Action Annual Plan

Participate in the Community Needs Assessment as required

Conduct Bi-Annual Program Assessments and others as required

Develop a monthly reporting format for projects in conjunction with the supervisor that includes:

- Agreed upon outcomes and periodic progress
- Qualitative information.
- Serves as a continuous improvement instrument.
- Produce Reports as required.

Ensure Monitoring and Compliance of assigned programs/services

Supervise and evaluate staff

Prepare and monitor budgets

Prepare and analyze programmatic reports as required

Participate in internal and external monitoring activities

Prepare agency programmatic reports for funding sources

Prepare grant applications and proposals for funding

Participate in fundraising activities

Research and identify content opportunities

Make recommendations to the supervisor and the management team with timelines

Secure certification within one-year of employment

Participate in the coordination of the Agency's Strategic Plan

Attend the Board of Director's meetings and other meetings as assigned.

Other duties as assigned.

**Licenses or Certificates:**

Valid Maryland Driver's License and Certified by HUD as a Housing Counselor within 12 months of employment.

**Special Requirements:**

State and Federal Bureau of Investigation Criminal Background Check, National Sex Offender Public Registry Check, Current Certified Driving Record, Physical, Tuberculin PPD Tine Test at the time of employment, and annually, or by physician requirement, thereafter, and Pre-Employment, Random, Post-Accident Drug, and Alcohol testing. Must be available to meet with customers on evenings or Saturdays as needed.

**Physical Demands:**

Work requires limited physical effort.

<b>Applications Accepted By: Mail and Online</b>	
<b><u>Mail to:</u></b> SMTCCAC, Inc. - Human Resources Dept. P.O. Box 280 Hughesville, MD 20637	<b><u>Online at:</u></b> <a href="http://www.smtccac.org">www.smtccac.org</a>
<b>Required Documents: The following documents are required based on job:</b> In addition to your application and resume please provide a copy of your degree and/or a copy of your college transcripts. <b>Applications and Documents submitted with missing information will not be considered. Do not send application's via Fax.</b>	

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