

## **COMMUNITY ACTION PLANNING COUNCIL JOB DESCRIPTION**

**JOB TITLE:** Chief Executive Officer  
**PROGRAM:** Management  
**CLASSIFICATION:** Full-time Exempt  
**SALARY:** \$77,000 to \$95,000 commensurate with experience  
**BENEFIT PACKAGE:** Health Insurance, 401K and Paid Days Off  
**JOB LOCATION:** Watertown New York  
**REPORTS TO:** CAPC Board of Directors  
**REVISION DATE:** 3-1-2022

**JOB SUMMARY:** The Chief Executive Officer is responsible and accountable to the Community Action Planning Council of Jefferson County Inc. (CAPC) Board of Directors for managing, planning, organizing, and implementing all agency operations in accordance with funding source requirements, laws and policies set by the Board. He/she also directly manages the Administration, Fiscal and Human Resources offices, along with the Department Heads/Program Directors from each area in the agency, which includes up to 12 senior staff members.

**ESSENTIAL JOB DUTIES:** The major responsibilities of this position include but are not limited to the following.

- Carries out the philosophy, mission and core values of CAPC.
- Establishes and maintains effective internal policies and procedures designed to facilitate continuous improvement of quality services to CAPC.
- Develops and maintains the agency's Strategic Action Plan; involving the community, Board members, Policy Council and staff.
- Creates Development Plans for staff to ensure they are receiving adequate training and resources to carry out their duties.
- Provides opportunities for all staff to positively interact together at least semi-annually through Staff Development Days or other means.
- Maintains an Open-Door Policy for the community, Board, and staff.
- Upholds communication policies; keeping the Board aware of all appropriate financial, personnel and programmatic issues.
- Supports the Board through the Committee structure and Board governance management.
- Implements policies established by Board of Directors.
- Manages all financial, programmatic, human resources, and physical plant standards, regulations, and requirements.
- Ensures that program operations are implemented, monitored, and evaluated in ways that facilitate the agency meeting or exceeding its goals, standards and objectives; including financial and programmatic.
- Maintains fiscally sound, viable, and compliant agency in accordance with Nonprofit Accounting Standards.
- Includes budgets, revised budgets, and financial statements to the Board at every monthly Finance Committee and Board meeting.

- Supervises a team of up to 12 Senior Management and Support staff, who consist of the Chief Financial Officer, Chief Operations Officer, Chief of Human Resources, all Department Heads/Program Directors, Executive Office Manager and Maintenance Coordinator.
- Cultivates a significant presence in the community as an advocate for low-income individuals and families.
- Creates and retains positive relationships with elected officials human service agencies, businesses, and community organizations.
- Promotes positive agency image in the community and implements an effective marketing plan.
- Consistently searches for innovative grants.
- Promotes and encourages employees to excel and flourish in their agency roles.

### **REQUIRED SKILLS:**

- Vast working knowledge of Program Management in non-profits.
- Financial, budgetary, and general math knowledge.
- Work independently with limited or no supervision.
- Organizational and time management.
- Decision making and problem-solving.
- Equitable and inclusive of all individuals and families.

### **KNOWLEDGE, SKILLS & EXPERIENCE DESIRED:**

- Management of multiple federal, state and local funding programs.
- Excellent oral and written communication skills.
- Extensive customer service, Human Resources and human relations experience.
- Human Services budget development, implementation and management.
- Resource development including grant writing and fundraising.
- Implement and promote the agency mission.
- Organize and maintain agency volunteers.
- Understand, develop and implement a Community Needs Assessment and Strategic Plan.
- Identify and address advocacy needs.
- Work with a wide range of groups and engage in collaborative activities with other community entities.
- Handle multiple priorities and meet deadlines.
- Understanding the root causes and evolving sources of poverty.
- Previous Community Action experience.

### **MINIMUM REQUIRED JOB QUALIFICATIONS**

**EDUCATION:** BS or BA Degree in Management, Business or related field required. Human Services coursework and experience desired.

**CERTIFICATES AND/OR LICENSES:** Certified Community Action Professional (CCAP) desired.

**WORK EXPERIENCE:** Ten (10) years of experience in management and supervision of staff.

**SUPERVISORY RESPONSIBILITIES:** Directly supervises up to twelve (12) senior staff employees.

**WORK ENVIRONMENT:** General office environment.

**EMPLOYMENT STANDARDS:** Must be able to pass background clearance. Must maintain confidentiality of program and agency related information.

**EQUIPMENT USED:** Personal computer, printer, copier, telephone, fax, scanner, calculator.

**MENTAL AND VISUAL DEMANDS:** Extensive mental demands.

**PHYSICAL DEMANDS:** Must be able to sit for prolonged periods of time not to exceed four consecutive hours, manual dexterity. Occasional standing, walking, pushing and pulling with arms and/or hands, reaching with arms or hands, crouching, bending, kneeling and climbing. Occasional lifting up to 40 pounds.

**TRAVEL:** Occasional local travel during normal business hours; occasional overnight and weekend travel. Travel includes local, regional, multi-state and nationwide.

**COMPUTER SKILLS:** Basic personal computer skills that include the ability to send and receive email messages, post information to a database or spreadsheet, and perform basic word processing, and/or data entry. Ability to create spreadsheets, graphics, and reports using standard software applications. Computer software includes Microsoft Word, Excel and PowerPoint; Adobe Acrobat, Google platform.

**OTHER REQUIREMENTS:**

- 1) Must be able to provide independent transportation to perform job duties. Employee must maintain throughout employment, a valid driver's license free from infractions.
- 2) Preference is given to qualified in-house candidates.
- 3) Must have medical insurance or will be required to utilize Agency Fringe Benefit for health insurance coverage.
- 4) Community Action is a substance-free workplace. If required, employee must pass random, post-accident, and reasonable suspicion drug testing.

**Qualified applicants should submit an updated resume and completed CAPC application:**

**Community Action Planning Council of Jefferson County**

Chief Executive Officer Job Description Revised 3-1-2022

**518 Davidson Street  
Watertown, NY 13601  
Attention: Human Resources Department  
Fax to (315) 785-0892  
E-mail: [lbabcock@capcjic.org](mailto:lbabcock@capcjic.org)**

CAPC application form available online at [www.capcjic.org](http://www.capcjic.org).

Community Action is an Equal Opportunity Employer.