



## Tri County Community Network, Inc.

Committed to providing programs and services that enhance and impact the quality of life in the Intermountain Area

Intermountain Community Center

37477 Main Street – Burney, CA 96013

[www.burneytccn.org](http://www.burneytccn.org)

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### EXECUTIVE DIRECTOR/CHILDREN'S PROGRAM DIRECTOR JOB DESCRIPTION

It is the desire of the TCCN Board of Directors to ensure that only the most qualified, competent and capable staff is hired to provide leadership to the organization.

The Executive Director/Children's Program Director is subject to a criminal background check, health screening, drug and TB testing. They shall arrive at work well presenting with work attire that is appropriate for this leadership role.

#### **Minimum requirements-**

TCCN's Executive Director/Children's Program Director should have practical experience in managing affairs of a non-profit organization, including-

- Experience with financial management, grant writing and grant management
- Ability to work with a Board of Directors and publicly represent the agency
- Accounting skills and the ability to create and comply with the organization's projected budgets
- Effective leadership and organizational skills
- Effective oral and written communication skills
- Skills in staffing effectively: selecting, training and developing employees; directing employees towards directed objectives; delegating, motivating, resolving problems and evaluating employees

Typically, these skills and knowledge are the result of a combination of formal education in business, early childhood education management, non-profit management, marketing, finance or related area and several years of experience in increasingly responsible management positions.

The following are the responsibilities of the Executive Director/Children's Program Director, who serves at the pleasure of the Board of Directors of Tri County Community Network:

#### **Job duties include-**

## **Managerial:**

- Supervise program coordinators to ensure quality service
- Recruit, train, supervise and evaluate program coordinators to assure quality service and compliance with laws, regulations and contracts
- Manage facility use, monitor maintenance needs, assess and collect rents, negotiate lease agreements and generate rental contracts
- Monitor maintenance needs- recruit and supervise contractors and volunteers
- Arrange board meetings, assure proper documentation and provide Board with pertinent financial and programmatic information including monthly and annual activity reports
- Schedule and support staff of all programs
- Develop policy and procedures for Board review
- Assure compliance with all licensing regulations and laws
- Collaborate with staff and program coordinators to develop annual goals for agency
- Create and maintain positive relationships with children in both the Preschool and After School Programs

## **Fiscal:**

- Ensure fiscal solvency and accountability
- Develop and monitor annual budgets
- Generate annual budgets, manage all payroll/receivables/payables and complete all claims & invoices in a timely manner
- Provide pertinent information to auditors and accountants
- Assure compliance with funding sources
- Prepare and submit invoices and claims in a timely manner
- Work closely with outside accounting and audit staff
- Assist the Board with policy development and assure compliance with approved policy

## **Programmatic:**

- Ensure quality and efficiency of existing programs
- Comply with all reporting requirements
- Maximize opportunities for networking with community agencies and organizations
- Ensure compliance with Community Care Licensing and Children's Program policies
- Seek funding for existing services and expanded services
- Seek opportunities to expand services that meet community needs and positively impact solvency
- Maintain good working relationships with funding organizations
- Work with Board to solicit funding and volunteers for Bailey Park
- Establish adequate insurance coverage for all programs
- Support the efforts of the Burney Beautification volunteers

**Compensation:**

\$25.00-\$50.00 hourly wage, Depending on experience and proficiency