



Vice President of Family Economic Security

General Statement of Work: The position provides the day-to-day direction for GCCAC programs, directs and monitors the Agency's program operating units, and has responsibility for their performance. The position works with community groups and organizations to identify needs and resources based on the GCCAC priorities and mission. Supervises Departmental directors and is responsible for developing annual division and departmental work plans. Monitors performance of directors and the department.

Distinguishing Features of the Position: Works under the administrative supervision of the GCCAC President. Consults with the President to develop operational goals and work plans. Is responsible for planning and carrying out the work plans for the operating units. Is responsible for the coordination and collaboration between departments and with a number of outside organizations that serve the same population. Routinely works with representatives of other agencies and State and Federal offices. The work will involve developing procedures for evolving and new programs. Will make decisions that are based on incomplete or conflicting information.

Examples of Work:

- Supervises the operating Department Directors.
- Assist directors in identifying needs and developing work plans.
- Constructs and prepares various reports, including the monthly program progress reports.
- Monitors the performance of each department and its director, including doing quarterly reviews.
- Assesses community needs through analysis of data, meetings, and research.
- Develops concepts and program ideas that respond to community needs.
- Writes and prepares applications for financial assistance.

- Represents GCCAC on various committees and commissions.
- Works and meets with other organizations to coordinate GCCAC services with common populations.
- Coordinates the services and systems among GCCAC departments.
- Conducts various staff meetings.
- Works routinely with the program and department directors regarding budgetary and personnel issues.
- Participates in local, state, and national groups representing GCCAC.

Required Knowledge, Skills, and Abilities: Requires a wide range of knowledge concerning the practices and principles of management, community development, human services, and grant administration. Must be able to apply this knowledge to complex and varying situations. Must have a sense of the needs of Garrett County residents and how GCCAC can efficiently and effectively address them. Must have the ability to maintain professional working relationships with GCCAC staff, community and business leaders, government officials, and other Agency stakeholders. Must have the ability to make rational, independent judgments. Must have excellent conceptualization, problem-solving, communication, and writing skills. The position requires a willingness to work for and accept the mission and purposes of GCCAC and its programs.

Minimum Education, Experience, and Training: The position requires a master's degree in a related field from an accredited college or university with five years of related work experience; or a bachelor's degree from an accredited college or university and eight years of progressive related work experience that includes at least two years of responsible supervision.

CAC Mission: The position requires the willingness to work for and accept the mission and purposes of the GCCAC.

>>>>Applications/resumes will be accepted through Monday, May 23, 2022, by 4:00 P.M. <<<<<

GCCAC is an equal opportunity employer and administers all personnel practices without regard to race, color, religion, sex, age, national origin, disability, sexual orientation, gender identity or expression, marital status, veteran status, genetics, or any other category protected under applicable law.

Garrett County Community Action
104 E Center Street Oakland, Maryland 21550 - (301) 334-9431