**UCAN Employment Opportunity**

**Program Operations Director**

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<th>Administration</th>
<th>Closing Date: November 3, 2020</th>
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<td>40 hrs/wk- Exempt Status</td>
<td>Salary Range: $57,907 - $90,000 (DOE); plus benefits</td>
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**APPLICATION PACKET MUST INCLUDE UCAN APPLICATION AND CRIMINAL HISTORY RESULTS**

**ATTENTION:** This position is partially funded with Head Start funds; therefore, candidates MUST be enrolled in the Criminal History Registry. Initial registration requires completion of an Application for Enrollment in the Criminal History Registry (CHR-601) and submitting it to the Child Care Division with processing fee. Registry results MUST be included with the UCAN job application. The on-line link for the CHR-601 is:

[www.employment.oregon.gov/EMPLOY/CCD/CCD_forms.shtml#criminal_Criminal_History_Registry](http://www.employment.oregon.gov/EMPLOY/CCD/CCD_forms.shtml#criminal_Criminal_History_Registry)

Please allow 1-2 weeks for in-state results; longer for out-of-state results.

**DRIVING RECORD:** Applicants selected for interview will be required to bring to the interview a recent Court Print driving history obtained from the DMV. Please allow 3-5 days for delivery and longer for out of state.

**THE POSITION:** Oversee operations of agency programs as assigned by Executive Director, including Energy Assistance, Weatherization, Feeding Umpqua, Medicaid Transportation. Includes specific program budgetary oversight, program personnel oversight, program contractual oversight and program development. As a member of the agency Leadership Team, actively participate in and contribute to agency-wide management, planning, and quality improvement efforts.

**Essential Functions of the Job:** 1. Develop, promote, implement and evaluate services for specific program areas as assigned by the Executive Director. Ensure compliance with all performance standards and regulations for these programs. Establish program work plans with appropriate timelines and activities as needed or required. Remain aware of, and inform Executive Director of community, statewide, regional, and national issues that may impact programs and services. 2. Develop, manage and monitor program budgets to ensure cost control and attainment of revenue and expenditure goals. Oversee contract and grant activities and ensure the thorough and accurate completion of required annual planning, program reports, grant proposals, work plans and contracts. Coordinate program monitoring visits from funders or auditors. Responsible for ensuring compliance with ongoing grants, program contracts, and development of additional funding applications to enhance and expand services in response to identified community needs. Actively work to grow programs and agency services in response to community needs and funding opportunities. 3. Oversee front office services at the Martha Young Family Service Center. 4. As the Director of the Weatherization program, serve as the Responsible Managing Individual for UCAN’s Construction Contractor’s Board (CCB) license. Ensure completion of licensing responsibilities within required timeframe and ensure continuing education requirements are met on an ongoing basis. 5. Assist for the selection, leadership and training of employees and volunteers within the assigned program areas. Ensure work is in compliance with performance standards and regulations and agency mission and values. Assume responsibility for work performed within programs. Establish and implement necessary program policy and procedures. 6. Develop and maintain program operating manuals and plans, policies and procedures ensuring consistency of policies and implementation across programs; promote consistent exchange of information. 7. Promote UCAN programs to the community through presentations and media involvement. Serve as liaison between UCAN and related statewide, regional and national programs, ensuring the national and regional policies and procedures are communicated and implemented in a timely manner. Represent UCAN and the Executive Director in community and state partnerships and professional associations. Be an advocate in the community for UCAN services. 8. Be an active and strong supporter of UCAN and its mission within the agency, with contractors, colleagues, partner agencies, program participants, and in the community in general. Maintain professional, involved and collegial relations with all necessary partner agencies. Participate as an active member of UCAN Leadership Team, working for the enhancement and betterment of the agency as a whole. 9. Oversee fundraising activities for assigned program areas. 10. Attend community and partner meetings to represent agency interests with all program services, to advocate for client needs and services, to identify gaps in services, to develop additional resources and opportunities for UCAN to advance UCAN’s Mission of “Creating Solutions to Poverty”, and to educate partners and the community about UCAN and its services. As needed, act as a contact person for the agency in dealing with emergent issues that requires an immediate UCAN response.

**MINIMUM QUALIFICATIONS:** Bachelor degree in public, business or non-profit administration, psychology, social services, education, or related field and five years’ work experience in program management which includes supervisory and budget experience OR satisfactory equivalent combination of education, experience and training. At time of appointment, must possess valid Oregon driver’s license. Within 6 months of hire, must be able to pass Oregon Construction Contractors Board (CCB) licensing examination for residential contractors, and satisfy requirements to act as the Responsible Managing Individual for UCAN’s CCB license. At time of appointment, must possess a valid Oregon driver’s license and be enrolled in the Criminal History Registry. **Following appointment,** within 30 days of employment, must participate in staff health appraisal. **NOTE:** Non-profit experience desirable.

In addition to the above, applications will receive further evaluation based on the following: **Knowledge of:** Thorough knowledge of principles and practices of effective administration including personnel management and fiscal management to develop, implement, operate and evaluate programs; reasonable knowledge of proposal development, fundraising and/or grant writing, public relations, and marketing. Must possess a working knowledge of volunteer management; principles and practices as well as knowledge of the various community, governmental, and non-profit agencies operating in Douglas and Josephine Counties. **Skill in:** Budget development and administration; use of automated equipment and systems; report preparation; public speaking, employee supervision as well as community networking. **Ability to:** Communicate effectively in both oral and written forms; maintain confidentiality; develop and implement operational and administrative policies; analyze and evaluate operations and develop and implement corrective action to resolve problems; establish and maintain recordkeeping systems and reports; make decisions independently in accordance with established policies and procedures, establish new policies; motivate and lead support staff using a collaborative team approach; utilize problem identification and resolution techniques; remain calm and use good judgment during confrontational or high pressure situations;
courteously meet and deal effectively with coworkers, Board of Directors, state and federal officials, community partners, advisory boards, committees, volunteers and the public. Must follow all safety rules and practices, and perform work in a safe manner.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** Work will require lifting and carrying up to 5 pounds, keyboarding, sitting, standing, and walking. Work is typically performed under reasonable good working conditions. Work requires concentrated mental and/or visual attention.

**REQUEST AND SUBMIT COMPLETED UCAN APPLICATION TO:**
UCAN Human Resources, 280 Kenneth Ford Drive, Roseburg OR 97470  
541-492-3913  FAX 541-492-3921 Application on website: [www.ucancap.org](http://www.ucancap.org)  
EQUAL OPPORTUNITY PROVIDER