

**EMPLOYMENT OPPORTUNITY
FACT SHEET**

POSITION: Head Start Assistant Program Manager

LOCATION: Malvern Operations Office

HOURS: 8:00am - 4:30pm

FULL-TIME: Exempt

PART-TIME:

VACANCY NOTICE: 03/11/19

APPLICATION DEADLINE: Open Until Filled

DATE POSITION TO BE FILLED: ASAP after deadline

SALARY: \$ 220.41 per Day

JOB DUTIES:

Assists the Program Manager as assigned in the planning and managing the program. Duties include monitoring operating results and budgets; maintains updated records, compiles related reports; approving purchase requisitions; overseeing orders, delivery schedule, and inventory control; assisting in staff development; and supervising staff. Collaborate with Program Manager and subordinate managers to establish short- and long-range goals and objectives, subject to approval by the Executive Director and Board of Directors.

Assist in budget preparation and presentation through forecasts and projections. Analyze and monitor program costs within the Program; develop corrective action plan as necessary

Review production costs and product quality. Identify excessive cost and poor product quality; ensure that appropriate measures are taken to bring cost and product quality into line.

Recommend capital expenditures for new equipment to increase efficiency and services of the Program. Approve requisitions for equipment, materials, and supplies in accordance with CADC administrative policy and procedure and within limits of department budget. Monitor invoices from all centers.

Coordinate and manage the scheduling/implementation of a wide variety of professional development online and in-person training programs to improve the skill levels of Head Start/Early Head Start/ABC staff.

Help coordinate and implement pre-service/in-service and/or special events.

Prepare vendors' bid packet. Oversee purchases, delivery schedule, and inventory control.

Assist in staff development by assessing staff needs and developing and presenting training material.

Investigate causes of customer complaints and respond accordingly.

Directly supervise and evaluate staff as assigned by Program Manager including interviewing, disciplining, evaluating performance and training employees

Other duties as assigned.

EDUCATION REQUIREMENTS: Bachelor's Degree from four year college or university preferably with one to two years related experience and/or training; or equivalent combination of education, training and experience.

EXPERIENCE NEEDED: Must have excellent computer and oral / written communication skills. Ability to multi-task, handle; sensitive/confidential information and work in a fast paced environment. Able to carry out supervisory responsibilities including interviews, disciplining and training employees, provide planning, assigning and directing work; evaluating performance and addressing complaints and problem solving skills. This position requires travel to provide assistance over the agency's 5-county service area and willing to attend individual or group training sessions on the local, state or national level.

OTHER REQUIREMENTS: Pre-Employment Drug Screening and Criminal Background Check. Regularly must lift and/or move up to 25 lbs.

“EQUAL OPPORTUNITY EMPLOYER”

Central Arkansas Development Council

To download Employment Application go to www.cadc.com or for more information call 501-315-1121