

River Valley Child Development Services

A leader in providing high quality early childhood care and education services
for children, families and communities

Job Description

Position:	Director of Operations
Program:	Administration
FLSA Class:	Exempt
Position Accountable to:	Executive Director
Position(s) Accountable for:	-----
Purpose of Position:	Oversee business operations, ensure that effective operational and financial procedures are in place
Educational Requirements:	Masters in business administration, management preferred
Experiential Requirements:	At least 5 years experience managing a complex program covering finances, strategies and operations. Proven track record of managing complex budgets successfully and outstanding performance in a complex system. Demonstrated experience of ethical leadership
Additional Training required	Fulfill requirement of Individual Staff Development Plan
Driver's License, Liability Insurance and Acceptable Driving Record:	required
Provisional Employment Period	6 months

Capabilities/Skills:

Understand agency's core values and culture.

Have sound understanding of business strategies.

Possess outstanding verbal and written skills.

Has experience working with staff on all levels.

Resourceful, outcome oriented and visionary.

Excellent listening skills.

Excellent critical thinking skills.

Have insight into how to make things better.

Familiar with operational procedures at all levels of agency.

Strong analytical and data driven mindset that translates into leadership skills.

Must successfully pass a pre-employment drug screening.

Must have an acceptable Criminal Investigation Background check.

May need to be able to move file cabinets, desks, bookcases, etc.as needed.

Essential Responsibilities:

Agency

Adhere to NAEYC Code of Ethics.

Follow and promote agency philosophy and mission; promote unity and teamwork within program and agency.

Follow all agency policies and procedures.

Keep Executive Director informed on all relevant matters.

Work effectively within a diverse environment.

Participate in monthly management meetings and committee meetings as needed.

Travel and have access to dependable transportation and personal credit card.

Be a resource to Board of Directors.

Program

Work alongside Executive Director to execute the agency vision.

Put procedures in place to assess and optimize inefficient areas in the agency and coordinate with managers to implement business strategies.

Spearhead strategies to steer the agency in a positive direction.

Delegate responsibilities to ensure staff grow as capable participants.

Assess and implement improved processes and new technologies and collaborate with managers regarding the implementation of these improvements.

Develop and maintain systems to prevent losses in the agency.

Develop and implement an operational plan and ensure that procedures are carried out properly.

Evaluate agency inefficiency and make necessary changes to maximize staff productivity.

Inspire employees to live up to their potential and optimize their productivity.

Develop and monitor systems involving purchasing.

Maintain all applicable licenses and certificates

Manage general office operations (security, custodial, telephone systems, etc.)

Manage contracts with funding agencies.

Negotiate and maintain health, property and liability insurance plans

Oversee and handle day to day operations.

Collaborate with Executive Director and Director of Finance on financial projections.

Oversee implementation of strategic plans.

Empower the administration team with the leadership and resources they need to successfully complete operations.

Positively represent the agency at all times through a success oriented and professional demeanor.

Collaborate closely with Executive Director and produce reports on company operations.

Oversee and assist in developing and maintaining agency technology and networks.

Identify and utilize software programs for agency business.

Make recommendations on policies and procedures pertaining to technology.

Train staff on use of technology and software.

Responsible for duties in the absence of the Executive Director.

Any other duties as assigned by Executive Director.

Signature

Date