



Capital Area Council of Governments Job Description

CAPCOG Title	Assistant Director	State Title	Program Supervisor VI
Position Number	AAA_	Salary Group	B23
Reports to	Director	Telecommuting Eligibility	Case-by-Case
Division	Aging Services	FLSA Classification	Exempt
Employment Category	Regular-Full Time	Cell Phone Stipend	Level 2

GENERAL DESCRIPTION

Performs advanced work in conjunction with the Director overseeing the daily operations and activities of the Division's budgeting, contract compliance and reporting. Work involves planning, program support, policy development, fiscal operations, and oversight consistent with the requirements of the Older Americans Act and other grant projects. Works with performance and compliance issues related to funding agencies. Plans, assigns, and supervises the work of others. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS

- Oversees the divisions budgeting and grant reporting. Investigates, verifies, analyzes, enters, and audits all performance data assuring compliance on federal and state grants as required for reporting purposes. Collaborates with Finance Division on reporting to grantor agency. Establishes and reviews unit rates with subcontractors and vendors.
 - Oversees communications with Texas Health and Human Services contract and finance departments to ensure deliverables are met within prescribed time frames.
 - Assists and may take the lead on grant compliance and reporting.
 - Provides technical guidance and training to agency employees related to tracking deliverables in the required reporting systems.
 - Oversees client and resource database systems, procedures and access, includes training related to cybersecurity and HIPAA compliance.
 - Implements and monitors special grant funded programs and/or projects.
 - Assists to develop program goals and objectives to align with grant and contract requirements and monitors compliance.
 - Assists in managing compliance with internal administrative policies related to procurements, human resources procedures, grants and contracts, and other policies related to the division's operations.
 - Represents the agency when assigned by the Director at meetings, hearings, conferences, and seminars or on boards, panels, and committees.
 - Assists with the development of the area plan and requests for proposals (RFP).
 - Oversees contract and vendor agreement development, tracking and management
 - Assists Director in managing program activities as needed; represents division in absence of Director.
 - Assists with program policy development and analysis.
- May oversee division's project development and implementation

GENERAL QUALIFICATIONS

Experience

Four years of experience working within the social services field required including at least two years of experience with program, grant, and fiscal management. A minimum of two years of supervisory experience required.

Education

Bachelor's degree from an accredited four-year college or university with major course work in social services, public policy, or a related field is generally preferred.

Certifications

None

Knowledge, Skills, and Abilities

- Knowledge of computer operations systems and procedures
- Knowledge of data processing principles and procedures
- Knowledge of accounting and budgeting
- Strong oral and written communications skills
- Skills as experienced user of MS Word, PowerPoint and Excel
- Skills in reading, understanding, and interpreting pertinent sections of the Texas Administrative Code and the Older Americans Act
- Skills in presentation development and training.
- Ability to organize and manage numerous projects with limited supervision.
- Ability to provide technical assistance and guidance related to aging programs.
- Ability to train users on client management software system usage, procedures and protocol.
- Ability to plan, assign, and collaborate on the work of others.
- Ability to develop prepared material so that it is clearly understood by an audience.

Other Requirements

Must maintain a valid driver's license, and have dependable transportation for travel within the region with proof of insurance coverage as specified by the state of Texas.

PHYSICAL REQUIREMENTS

Requirement	% of Time
Remain in a stationary position at a desk throughout the workday.	60-90%
Stand and perform tasks throughout the workday. May be stationary for periods of the day.	0-30%
Move about inside the office to perform different tasks of the position such as access the copy machine, file papers, or deliver mail to the reception area.	60-90%
Coordinate precise movements of the fingers in order to use office productivity machinery or perform intricate tasks.	90-100%
Move objects weighing up to designated # of pounds.	0-30%– 15 lbs.
Lift objects from the floor and up onto a shelf or desk weighing up to designated # of pounds.	0-30%– 15 lbs.
Converse with others both in person and over the phone.	30-60%
View details at close range (within one to two feet of the observer) and distinguish color-coded materials.	0-30%
Move body into multiple positions to perform different tasks such as in the following examples: under desks, between walls, around servers and furniture, or to retrieve files from the bottom or top drawers of file cabinets.	0-30%
Performs duties in professional office environment.	90-100%

Requirement	% of Time
Performs duties while exposed to conditions of heat, cold, humidity, wind and/or rain.	0-30%
Drives a vehicle to perform CAPCOG business.	0-30%