

JOB DESCRIPTION

Job Number - 002

POSITION: Assistant Director

COMPENSATION: \$4,400 to \$5,900 monthly, Commensurate with Experience

SUPERVISOR: Executive Director

JOB SITE LOCATION: Eureka, CA

REQUIREMENTS: Applicant must have a Bachelor's Degree in Business, Public Administration or a related field and a minimum of three years experience involving planning/operational responsibilities for a State or Federally funded human service delivery program, at least one year of which shall have been at a supervisory or administrative level. Knowledge of: federal, state and local laws and regulations pertaining to programs operated by NCIDC; program development, organization and evaluation methods and practices; administrative and budgetary analysis principles and procedures; research techniques used in studying service delivery program problems; federal and state statutes dealing with poverty, unemployment, job training, education, and community and economic development; and management and supervisory principles and techniques is desired. Strong computer skills including the utilization of software such as Microsoft Office, and the ability to conduct web-based research is a necessary skill. Applicant must be able to travel to field offices and other sites throughout California, as well as out of state, as needed. Must have the ability to develop administrative policies and procedures; communicate effectively, both orally and in writing; and establish and maintain effective working relationships with staff, various agencies, and the general public.

RESPONSIBILITIES: The Assistant Director will, under the direction of the Executive Director, administer assigned programs and supervise staff involved in the planning, development, review and evaluation of community, and economic development service needs, resources and programs.

The Assistant Director will assist with negotiating various contracts and reviewing proposals requesting funding through NCIDC; develop policies and procedures for the administration of programs assigned; recommend plans for comprehensive service programs including objectives, goals, and program monitoring and evaluation; plan and coordinate the development of systems for program evaluation; and evaluate attainment of objectives in existing programs.

The Assistant Director will stay abreast of current regulation changes and recommend appropriate program or policy adjustments; interpret program regulations for staff, agencies, and clients; and assure programs are in compliance with federal, state, and local laws and regulations.

**NORTHERN CALIFORNIA
INDIAN DEVELOPMENT COUNCIL, INC.**
241 F STREET • EUREKA, CALIFORNIA 95501 • (707) 445-8451

Other responsibilities of the Assistant Director include but are not limited to: temporary Executive Director duties during the absence of the Executive Director, supervision and review of work, evaluation of performance, and provision of training to assigned staff; addressing such groups as City Councils, County Boards of Supervisors, NCIDC Council, and other related organizations or committees. Additional job-related duties may be assigned as required.

Native American Hiring Preference Applies