

LAKE CUMBERLAND ADD POSITION DESCRIPTION

Class Title: Deputy Executive Director

Department: Administration

Supervisor: Executive Director

Supervises: All personnel/Employees of the LCADD

Class Characteristics: Under the supervision of the Executive Director, the Deputy Executive Director functions in an administrative and programmatic capacity. The Deputy Director is responsible for mid-level supervision of staff and coordination of activities to ensure efficient and effective operations of the Lake Cumberland ADD. The Deputy Executive Director will also perform other duties as required.

General Duties and Responsibilities:

Essential:

1. Review programmatic area/regional plans prepared by staff to verify consistency with agency goals and report to Executive Director.
2. Assists the Executive Director as requested in managerial and administrative functions to support efficient and effective operations of the Lake Cumberland ADD.
3. Perform direct programmatic functions in area assigned by the Executive Director, as well as administrative duties; assist staff when requested, in the completion of major work assignments that would require the expertise of the Deputy Director; Coordinate programmatic activities with the Finance Director and Executive Assistant as necessary.
4. Aids the Executive Director in the preparation of agency wide strategic planning documents and insures their proper implementation through agency activities.
5. Directs the employees of the LCADD in accordance with the Administrative Policies and Procedures in the absence of the Executive Director.
6. May attend meetings or gatherings as an official representative of the Executive Director, at the direction of the Executive Director.
7. Responsible for fiscal activities at the request of the Executive Director including, but not limited to, check signing, purchase orders, employee timesheets and signatures for submission of necessary and required reports and documents.

Non-essential: None.

DESIRABLE QUALIFICATIONS

Training and Experience: Master's Degree in public administration, planning or a related field plus a minimum of four (4) years of related job experience or a Bachelor's Degree in a related field plus a minimum of six (6) years of related job experience. Related experience includes a position of responsibility and in which management skills are required.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Extensive knowledge of physical, economic and social aspects of the counties in the Lake Cumberland ADD.
2. Must demonstrate appropriate knowledge and expertise in assigned tasks.

Skills:

1. Must have strong organizational skills, demonstrated by the ability to coordinate the efforts of separate program activities and various staff levels.
2. Must be clear and concise in both written and oral communication.
3. Must have proficient computer skills and demonstrate capability with multiple software programs.

Abilities:

1. Must have the ability to maintain favorable working relationships with the employees, committees, councils, local state and federal governmental organizations, and the general public.
2. Must have administrative and supervisory ability, as well as diplomacy and sound judgment.
3. Must be a self-motivator; work well without supervision.

ADDITIONAL INFORMATION

Instructions: General instructions, must use own judgment most of the time and operate at the discretion of the Executive Director.

Processes: Complex. Frequently required to analyze guidelines and establish concepts or programs within established limits or policies.

Review of Work: Review by the Executive Director.

Analytical Requirements: Extensive. Assignments may require analysis of figures, data and results of all kinds, which directly affect the policy of the organization.

Decisions and Judgments: Planning feasible and cost-effective projects; providing staff guidance as needed. Acts on behalf of the Executive Director when requested.

Tools, Equipment and Vehicles Used: Basic office equipment; must use vehicle as a requirement of the job.

Physical Demands: Work is typically performed indoors at a desk or table and in an office setting; must be able to lift objects weighing in excess of 25 pounds; must operate a vehicle as a requirement of the job and may require travel by plane; may require attendance of after hour meetings and overnight travel with limited notice.

Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Regular use of confidential information.

Mental Effort: Heavy.

Interruptions: Constant.

Special Licensing Requirements: Must possess and maintain a valid driver's license.

Availability: Must be able to attend meetings during evenings and weekends. Overnight travel as needed.

Certification Requirements: Currently N/A

Additional Requirements: Any training opportunities offered by state and federal partners.

Overtime Provision: Exempt.

AGENCY EXPECTATION STATEMENT

In the performance of their respective tasks and duties all employees are expected to:

1. To be knowledgeable and follow all policies and procedures set by LCADD. Support the overall work and functions of LCADD.
2. Interact professionally with other employees, customers/clients, outside agencies and the community. Show dedication to meeting the expectations and requirements of internal and external customers.
3. Show commitment to the LCADD region and accountability and ownership of work.
4. Work effectively as a team contributor on all assignments.
5. Work independently while understanding the necessity for communicating and coordinating work efforts with supervisor, fellow employees and organizations.
6. Perform quality work within deadlines with or without direct supervision.

*The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements or responsibilities.