

**Community Action Program of East Central Oregon
(CAPECO)
Job Description**

Position:	PROGRAM MANAGER
Supervised by:	Director of Programs
Supervises:	Housing & Workforce staff
Department:	Housing Stability & Career and Education
Classification:	Regular Full Time
Position Status:	Exempt
Location:	Pendleton Office
Salary Level/Wage:	Range 17 - \$3,607
Benefits:	Health, Dental, RX, Vision, FSA, Life Insurance, 401K Plan, Vacation, Sick and Holidays

HOW TO APPLY:

To apply for this position we must receive a completed CAPECO application. An application can be found by visiting our website at CAPECO-WORKS.ORG or picked up at our Main Office located at 721 SE 3rd Street, Suite D, Pendleton, OR 97801. Cover Letters and Resumes may also be included, but will not be accepted without an application.

Please return the completed application, optional resume, cover letter and any other required documents to: 721 SE 3rd Street, Suite D, Pendleton, OR 97801 or hr@capeco-works.org. Please send it attention Human Resources if you are sending by mail.

POSITION OVERVIEW:

The Housing Manager plans, organizes, implements, and directs the administration and management of programs and services designated to address the needs of low income community members in Umatilla, Morrow, Gilliam and Wheeler Counties. Responsible for the consistent achievement of each program's mission and financial objective; ensuring effective resource utilization and quality assurance of standards and services including development, creation and evaluation of work plans. Requires executive skills in the areas of government relations, public relations, and community collaboration and shares the responsibility for hiring, supervising and evaluating staff in the department.

ESSENTIAL JOB FUNCTIONS:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. Other duties, responsibilities and activities may change or be assigned at any time with or without notice. To perform this job successfully, an individual must be able to perform each essential function satisfactorily with or without reasonable accommodation.

1. Oversee the development and administration of Oregon Housing and Community Services work plans and other grants utilized to perform activities within the department.
2. Directs the development, supervision, maintenance and implementation of the service delivery system of programs within the department.
3. Develop annual budget and monitor monthly expenditures.
4. Evaluate program performance assuring that performance is in accordance with Results

- Oriented Management Accountability standards or those established by funder.
5. Responsible for the personnel management of staff that includes recruitment, hiring, evaluations and disciplinary action when necessary.
 6. Assists staff in developing strategies to meet performance objectives.
 7. Assure quality customer service of all staff in the delivery of services and surveys customers to assess program delivery and if service options are meeting the customers' needs.
 8. Advocates for low income individuals/families locally, statewide and at the federal level.
 9. Attends or appoints a designee to attend required statewide meetings established by funders.
 10. Provides public education regarding agency services.
 11. Seeks other funding options to expand and or sustain programs.
 12. Works in unity with CAPECO Management team and exemplifies the mission of the agency.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES & MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Educational requirements include a Bachelor's Degree in related field. Advance academic training may be substituted for three years of work experience or a combination of education and work experience.
- Supervisory experience preferred. Shares the responsibility for recruitment, hiring, evaluations and disciplinary action when necessary.
- Extensive knowledge of federal grants cost principles, pertinent laws, rules and regulatory compliance.
- Skill in planning, development and implementation of programs/grants.
- Knowledge in personnel practice, budgeting and financial management.
- Skill in decision making.
- Ability to effectively communicate verbally and in written format plus have legible handwriting.
- Ability to compile and complete grant applications.
- Ability to work with diverse groups and boards.
- Skill and ability to advocate for low income individuals/families.
- Ability to manage multiple projects with attention to detail, setting priorities, handle interruptions, maintain focus on tasks and produce accurate reports.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

The physical demand and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to bend, kneel and crouch. Specific vision abilities required by this job include close vision and distance vision. The noise level in the work environment is usually moderate. The employee must occasionally lift, and/or carry/move objects up to 50 pounds.

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, smart phones, photocopiers/scanners, shredders and filing cabinets.

SPECIAL REQUIREMENTS:

- Must pass a criminal history background investigation; however a conviction of a crime may not necessarily disqualify an individual from this position.
- CAPECO is a drug free workplace and pre-employment drug screening will be required.
- Possession of or ability to obtain a valid Oregon Driver's License and insurable driving record is required.

THE ABOVE JOB DESCRIPTION has been discussed with me, and I accept all responsibilities and can perform all duties with or without reasonable accommodations as outlined above.

EMPLOYEE'S SIGNATURE

DATE

EQUAL OPPORTUNITY EMPLOYER