

Community Connection of Northeast Oregon, Inc.
Position Description
Deputy Director
Range 50 (\$6,973 - \$9,925 per month)

Position Classification
Salary -----X
Hourly
Overtime Exempt -----X
Overtime Non-Exempt
Safety Sensitive

General Statement of Duties

Provides executive level oversight of the assigned programs and managers: all energy and homeless programs, OPI (Oregon Project Independence-Medicaid), OPI-M (Medicaid), Older American Act Programs, Weatherization, Transportation, Regional Food Bank, and other programs as assigned. Ensures agency-wide compliance and timely submission of required state and federal reports (e.g., CSBG, LIHEAP, Homeless Programs, NAPIS SPR, Area Plan updates) to OHCS and other funders. Leads multi-year planning (Area Plan, Community Needs Assessment) and organizational standards. Oversees fiscal approvals as delegated. Directs agency risk management including insurance and bonds. Assumes the duties of the Executive Director in his/her absence as requested.

Supervision Received

Works under the general supervision of the Executive Director.

Supervision Exercised

Directly supervises the Administrative Office Specialist, as well as the following Program Managers: Senior Services Manager, Energy and Homeless Programs Manager, Housing Resource Center Manager, Weatherization and Housing Rehab Manager, Transportation Programs Manager, and Food Bank Manager.

Typical Examples of Work (Any one position will not usually involve all the duties listed, and many positions involve duties which are not listed).

1. Core Program Oversight – Compliance and Reporting

- a. Lead agency compliance and reporting for CSBG, LIHEAP, Homeless Programs, Weatherization/Housing Rehab, ADRC/AAA, and related grants, and ensure quality control on submissions (e.g., Area Plan, CSBG Organizational Standards, NAPIS SPR) and coordinates responses to monitoring.
- b. Provide oversight of directly supervised program managers. This includes but is not limited to conducting client file monitoring in all county offices, working closely with staff to review and prepare for state monitoring, working through client issues with managers and staff, and assisting in problem solving through interpretation of new and changing program guidelines.
- c. Oversee annual compliance monitoring of subrecipients.

- d. Develop and participate in partnership networks throughout our region to promote service coordination and delivery.
 - e. Oversee planning, outreach, and development of the agency's four-year Area Plan and annual updates.
 - f. Develop and complete the CSBG Community Needs Assessment on the required cycle. Utilize survey results to improve services and report finding to leadership and the board.
 - g. Oversee distribution and analysis of annual client satisfaction surveys, presenting results to management and the Board.
 - h. Prepares and submits implementation and work plans to OHCS (Oregon Housing and Community Services).
 - i. Approve the NAPIS State Program Report (SPR).
2. Fiscal Management and Risk Oversight
- a. Approve payroll, wire/ACH transfers, and perform check signing responsibilities.
 - b. Partner with the Fiscal Manager on annual program budgeting, audits, and planning.
 - c. Oversee agency insurance portfolio (auto, property, liability, flood, contractor bonds).
3. Staff Supervision and Development
- a. Supervise program managers and administrative support staff. Conduct regular leadership check-ins and quarterly performance reviews.
 - b. Review and approve reports from staff, timesheets, and leave requests as assigned.
 - c. Provide guidance, coaching, and ongoing training to support professional development.
 - d. Foster cross-departmental collaboration, problem solving, and communication across county offices and program departments.
4. Grants, Contracts, and Strategic Planning
- a. Develop grant applications, RFPs, and RFQs as needed. Review and manage contracts and MOU's with partner agencies.
 - b. Assist the Executive Director in program planning, strategic development, and long-range goal setting.
 - c. Coordinate agency-wide initiatives as set forth by the Executive Director, Board of Directors, and various internal and external committees.
5. Board, Advisory, and Public Engagement
- a. Provide monthly and periodic reports to the Board of Directors and Advisory Councils (e.g., Program Activity Report, client survey summaries, CSBG/Area Plan updates).
 - b. Participate in Board and Advisory Council meetings and presentations.
 - c. Represent the agency with community partners, funders, and state agencies (OHCS, O4AD, etc.).
6. Safety and Compliance
- a. Serve as a permanent member of the Administration Office Safety Committee. Ensure safety inspections and corrective actions are completed.
 - b. Promote compliance with all agency safety and regulatory standards.
7. Executive Leadership and Other Duties
- a. Assume the responsibilities of the Executive Director in his/her absence.
 - b. Participate actively in management meetings, trainings, and conference/sessions.
 - c. Perform other duties as assigned by the Executive Director.

REQUIRED EDUCATION AND TRAINING (Including Accreditation and/or Licensing)

- ~College education, with emphasis in the social sciences, is desired, or comparable experience.
- ~Experience with low-income people and senior citizens is an asset.
- ~ROMA Training, or an approved equivalent training, must be completed within the first two years of employment.
- ~Other training as needed.
- ~Valid Oregon driver's license is required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge:

the body of information you have that can be applied in helping you to do the job

- ~Knowledge of various state and federal program rules and regulations, and how they apply to the non-profit sector.
- ~Principles of nonprofit management, fiscal accountability, grants administration, and public procurement standards.
- ~Organization leadership, change management, and strategic planning frameworks applied in human services and community-based organizations.
- ~Strategic and operational planning processes, including performance measurement, data evaluation, and continuous improvement frameworks.
- ~Risk Management practices, board governance, interagency collaboration, and public communication in a governmental or non-profit environment.

Skills:

the quantifiable and measured handling of things, data or people, either verbally, manually, or mentally to accomplish an objective

- ~Highly skilled in leading and developing managers to build accountable, high performing teams.
- ~Analytical and Strategic Thinker: excellent at analyzing data, budgets, and community trends to inform strategic decisions.
- ~Skilled in communicating clearly and persuasively with staff, partners, funders, and the public.
- ~Ensure integrity through accurate fiscal review of agency/program budgets and compliance systems.

Abilities:

the capacity to perform or to express a given skill

- ~Demonstrates the ability to balance multiple priorities across multiple programs while maintaining accuracy and focus.
- ~Interpret and apply complex regulations and funding requirements.
- ~Build and sustain effective partnerships with public, private, and community members.
- ~Exemplify ethical, inclusive, and transparent leadership.
- ~Represent the agency with professionalism and discretion in all settings.
- ~Demonstrate the ability to apply the required knowledge and skills listed to a positive work outcome.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

~Position predominantly requires sitting but will also include the following: standing, walking, bending, lifting, carrying, and kneeling.

~Ability to lift up to 35 lbs. to move file boxes or office equipment, as needed.

~Noise environment is that of a quiet office environment. Frequent telephone use and in-office appointments may change this atmosphere.

~Traveling to appointments and/or meetings may result in longer periods of sitting while driving or riding in a vehicle.

Must pass a pre-employment drug test and criminal history background check.

Community Connection is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

If you need assistance or an accommodation due to a disability, you may contact us at jobs@ccno.org or you may call us at 1-541-963-3186.
