



**COMMUNITY BRIDGES**  
**PUNTES DE LA COMUNIDAD**

**Posted: January 23, 2017**  
**Open Until Filled**

**POSITION: ASSISTANT PROGRAM DIRECTOR**  
**(BILINGUAL ENGLISH/SPANISH PREFERRED)**

**PROGRAM: MEALS ON WHEELS FOR SANTA CRUZ COUNTY**  
**A PROGRAM OF COMMUNITY BRIDGES**

**POSITION DESCRIPTION:** Under the general direction of the Program Director, assists in the management and administration of both the congregate dining sites and the home delivered meals program and performs other work as required.

**DUTIES & RESPONSIBILITIES:**

1. Assists in directing and participates in the long- and short-range planning and goal setting for all programs assigned to the division.
2. Assists in directing and participates in the preparation of program budgets from multiple funding sources; monitors and evaluates such budgets on an ongoing basis.
3. Trains, supervises and evaluates the Assistant Program Managers and Administrative Assistant and is able provide back-up/relief for those positions.
4. Assists in directing the development, implementation and distribution of educational information and activities.
5. Assists in the preparation of grant applications and in the coordination of major fund-raising activities.
6. Assists in the preparation of periodic and special reports and assures their timely submission to grant monitoring and regulatory agencies.
7. Assists in the development, implementation and evaluation of program goals.
8. Serves in a leadership and management capacity, filling in for the MOW Program Director, as needed, for staff meetings, Management Team meetings and Board meetings.
9. When requested, represents the program and agency and acts as liaison with community groups, health service providers, funding sources, regulatory agencies and Program sponsors.
10. On an as-needed basis, serves as acting program director.
11. Promotes communications, decision making, and problem solving processes through staff meetings, telephone communications, memos and individual supervision meetings.
12. Assists in the planning of dining site operations with the congregate site managers.

13. Assists in program operations and evaluates procedures for cost effectiveness, efficiency and goal achievement.
14. Develops and maintains effective working relationships with other agency staff members and with representatives of funding sources, governmental and community organizations, and others in regular contact with the Agency.
15. Communicates effectively and respectfully with people from different racial, ethnic and cultural groups and from different backgrounds and lifestyles; demonstrates a knowledge of and sensitivity to their needs.
16. Drives a motor vehicle incidental to the performance of the work.

*Job descriptions are intended to be illustrative only; they are not designed to be restrictive or to define each and every assigned duty and responsibility. In an organization of this nature, each employee is expected to perform such duties as necessary to fulfill the stated goals of the agency.*

### **MINIMUM QUALIFICATIONS:**

#### ***Knowledge:***

- of program development, implementation, and monitoring principles and practices, with particular reference to human service programs for seniors.
- of administrative management techniques, including budgeting, grant application and monitoring, personnel, record keeping, and fiscal reporting functions.
- of governmental and community programs which impact upon the senior population served.
- of program development and implementation to specifically meet the need of minority elderly.

#### ***Skill:***

- in directing, through subordinate managers and administrative staff, long-range planning and day-to-day activities of multiple human service programs for seniors.
- in selecting, training and evaluating the work of personnel.
- in developing and monitoring multiple-funded budgets.
- in reading, interpreting, and analyzing the impact of complex regulations, policies, and procedures.
- in reviewing program operations and implementing improvements to assure continuing, cost effective service, goal achievement, efficiency, and compliance with legislative regulations.
- in dealing with the challenges of multi-ethnic and multi-cultural service delivery;
- in preparing complete and concise written materials.
- in dealing tactfully, cooperatively, and effectively with other agency staff members, agencies, community organizations, representatives of funding sources, and the

public, including people from different racial, ethnic and cultural groups and from different backgrounds and lifestyles.

- A typical way of gaining the knowledge's and skills outlined above would be several years of demonstrated administrative or management experience, which has included program development and implementation, multiple budget management, and staff supervision. It is preferable, but not required, that such experience be gained in a community-based, human services setting, which provides such services for seniors.

**OTHER REQUIREMENTS:**

- AA required; BA/BS strongly preferred, but not required.
- Must be willing to complete required training in food service management and sanitation within 12 months of hiring if the degree is received in other than the field of nutrition or food management.
- Must have an understanding and sensitivity to the needs of the multi-cultural elderly population of Santa Cruz County.
- Bilingual English/Spanish preferred.
- Must be computer literate.
- Must have a valid CA driver's license, have access to drive a motor vehicle incidental to the performance of the work, and be insured.
- Must pass a criminal background check and maintain a clean record.

**RATE OF PAY AND HOURS:**

- This is a regular, exempt, 40 hr/wk position.
- The starting salary is \$48K-\$55K/yr, depending on knowledge, experience, and bilingual ability.

**BENEFITS:**

- For employee: shared cost medical, dental, vision, & life insurance. This benefit package is valued at about \$7K/year.
- First year: 12 vacation days and 13 holidays, with accrual based on 40 hr/wk.
- Sick leave accrued based on 40 hr/wk.
- May be eligible for up to 4 Wellness Floaters per year after satisfying all eligibility requirements.
- 1 Birthday Floater after satisfying all eligibility requirements.
- 401(k) Retirement Plan: Agency matches employee contribution up to 1% of annual salary upon completion of six month employment, effective during open enrollment period.
- Dependent Care Reimbursement Program.
- Paid Lunch.

**TO APPLY:**

- Please submit your Community Bridges application by email (hr@cbridges.org), fax (831-688-8302), or in person. If you have any questions, please call 831-688-8840, Ext. 200.
- Resumes can be submitted but will not be accepted in lieu of an employment application.
- The application may be downloaded at: <https://communitybridges.org/employment/>
- If applicable, please submit any college transcripts, licenses, and/or certificates as an attachment to your application.

**COMMUNITY BRIDGES IS AN EQUAL OPPORTUNITY EMPLOYER.**

**Applicants shall not be discriminated against because of age, ancestry, color, religious creed, denial of Family and Medical Care Leave, disability (mental and physical), marital, familial or parental status, medical condition, genetic information, military and Veteran status, national origin (including language use restrictions), race, sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, and gender expression, political affiliation or sexual orientation.**

I understand the responsibilities and standards of my position, as listed above, and I agree to fulfill them to the best of my abilities.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*MOW-Assistant Director (15B): Created 8/2016 (from program manager-8B)*