



EMPLOYEE JOB DESCRIPTION

ASSISTANT DIRECTOR

REPORTS TO: Executive Director

FLSA STATUS: Exempt

SALARY: \$52,000

SUMMARY: The Assistant Director's focus, as part of the leadership team, is to support the Executive Director in the daily oversight of shelter operations, managing shelter staff, and assuring the delivery of quality services to all clients.

DUTIES AND RESPONSIBILITIES:

- Establishes criteria and monitors performance to assure that services provided meet established standards of quality.
- Provides administrative direction to staff and volunteers for effective operation of programs.
- Assists the director with planning and implementing strategies.
- Collaborates with other professionals, consultants, and organizations, including government agencies and advocacy groups, to develop and support the coordination of client care, related administrative functions, and to represent the interest of the shelter.
- Assists with fiscal activities such as budgeting, grant administration, reporting, purchasing and auditing.
- Speaks to community groups to explain and interpret shelter purposes, programs, and policies.
- Directs fundraising activities and the preparation of public relations materials.
- Schedules, organizes and participates in company and community events.
- Performs all other duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience** – Bachelors degree in relevant field, five or more years administrative experience; or equivalent combination of education and experience.
- **Language Skills** – Ability to read, analyze, and interpret common industry journals, financial

reports, and legal documents. Ability to respond to common inquiries or complaints from regulatory agencies, or members of the business community. Ability to effectively present information to management, public groups, and board of directors. Ability to interact clearly and effectively, in both written and oral communication, with supervisor, clients, staff, vendors, etc.

- **Computer Skills** – To perform this job successfully, an individual should be proficient in personal computer skills including electronic mail, record keeping, routine database activity, word processing, spreadsheet, graphics, etc. This role requires an above-average knowledge of Microsoft Office.
- **Other Qualifications** – Strong organizational skills and understanding of information storage and retrieval required.

COMPETENCIES:

- **Communication** – The ability to listen and speak effectively and assertively.
- **Sensitivity** – Being susceptible to the attitudes, feelings or circumstances of others and being aware of the influence of one’s behavior on them.
- **Detail Oriented** – The ability to process detailed information effectively and consistently.
- **Integrity** – Adherence to the standards, values and rules of conduct associated with one’s position and the culture in which one operates.
- **Initiative** – The ability to recognize and create opportunities and to act accordingly.
- **Flexible Behavior** – The ability to change one’s behavioral style and/or views in order to attain a set goal.

PHYSICAL DEMANDS:

While performing the duties of this job, the individual must be able to remain in a stationary position for 90 percent of the time while operating their computer and performing office work. The individual needs to occasionally move about inside the office. They constantly operate a computer and other office productivity machinery, such as a calculator, copy machine, fax machine, and computer printer. They must be able to exchange accurate information with customers and others in the office while interacting. The employee must regularly move up to 20 pounds and occasionally up to 75 pounds.

WORK ENVIRONMENT:

While performing the duties of this Job, the individual is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually low to moderate. The individual frequently works in a controlled climate.

Employee Signature: _____ Date: _____

Employee Name: _____
(Printed)