



POSITION DESCRIPTION

Senior and Disability Services Division Director

S&DS Division Director
EMPLOYEE NAME: _____
Position Title: Senior & Disability Services (S&DS) Division Director
Classification/Salary Range: Division Director / SDS MgrConf Range 37
Division/Unit: Senior and Disability Services/ Management
Supervisor: LCOG Executive Director
FLSA Status: Exempt, not eligible for overtime
Representation: None
Position Location: Schaefers Building, 1015 Willamette, Eugene, OR, or S&DS satellite offices, or other locations as needed
Position Purpose
<p>Directs Division operations to achieve goals within budgeted funds and available personnel; plans and organizes workloads and staff assignments, reviews progress, and directs changes in priorities and schedules as needed to assure services are provided in an efficient and timely manner; provides managerial leadership and directs the selection, supervision, and evaluation of staff.</p> <p>Note: Essential competencies of this job are described under the headings below. They may be subject to change at any time. The omission of specific statements of duties does not exclude them from the position, if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee.</p>
Position Essential Functions
<p>Assures timely and accurate delivery of Senior and Disability Services Division Program services.</p> <p>Has principal responsibility for the planning, operation, direction, budget, and review of the Senior & Disability Services Division of LCOG.</p>

Establishes policies, procedures, work rules, performance standards, goals, and objectives to assure the efficient and effective operation of the division in compliance with LCOG's organizational standards and federal, state, and local laws.

Provides managerial leadership and conducts or oversees the selection, training, evaluation, and discipline of Division's staff.

Directs the preparation and administration of the Division budget based on staffing and resource requirements, divisional objectives, and goals. Manages and monitors complex contracts and grants.

Represents the Division in the collective bargaining process with both unions and administers the Division's labor contract.

Participates on the organization's management team and represents the Division before the Board. Represents the organization at various regional and state level meetings and at conferences with representatives from other agencies and governments.

Effectively works with the Senior and Disability Services Advisory Councils.

Recommends improvements to existing facilities, equipment, and operating systems of the Division.

Directs the resolution of inquiries, complaints, problems, or emergencies affecting the availability or quality of services. Responds to the most sensitive or complex inquiries of service complaints.

Conducts special studies or projects as needed.

Maintains a customer service focus.

Other duties as assigned.

Other Duties of Position

Analyzes and recommends improvements to existing facilities, equipment, and operating systems of the Division. Develops and maintains systems and records that provide for proper evaluation, control, and documentation of assigned operations.

Directs the resolution of inquiries, complaints, problems, or emergencies affecting the availability or quality of services. Responds to the most sensitive or complex inquires of service complaints.

Responsible for budget preparation, expenditure control, and record keeping.

Creates and maintains a work environment that is respectful, facilitates the development of teams, and is a professional model of leadership for staff.

Ability to lead cross-agency workgroups and meet desired milestones and outcomes.

Conducts special studies or projects as needed.

Commitment to working effectively and collaboratively with clients and colleagues from diverse backgrounds, in support of an inclusive and respectful environment.

Works to participate in the learning environment within the division.

Regular and on-time attendance.

Other duties as assigned.

Minimum Qualifications

Bachelor's degree in specialized field and seven years progressively responsible experience, including supervisory experience, or any combination of education and experience that provides the applicant with the desired skills, knowledge, and ability required to perform the job.

Valid Oregon State driver's license.

Passing a background check is required for this position.

Knowledge, Skills & Abilities

Has strong leadership skills; can provide direction and vision for the staff with ability to build consensus and manage conflict; strong knowledge of management and supervision principles and practices.

Has strong understanding of government operations and practices; federal, state and local laws; HR practices and procedures; organizational dynamics; and the political process.

Thorough knowledge of fiscal management, including budget preparation, expenditure control, and record keeping.

Ability to analyze and evaluate operations and develop and implement corrective actions. Exhibits resourcefulness and innovation.

Ability to organize, plan, and coordinate multiple tasks with attention to detail with ability to handle multiple interruptions, maintain focus on tasks, and produce accurate work.

Effective problem-solving skills and ability to think creatively and respond to a changing environment.

Ability to communicate effectively, both orally and in writing, with individuals and groups regarding complex or sensitive issues or regulations.

Cooperative and collaborative attitude with ability to work independently and as a member of a team.

Ability to establish and maintain effective working relationships with other agencies and governments, and the general public with a demonstrated ability to work with diverse influential audiences, such as local and regional elected and appointed officials, peers, and professional staff.

Commitment to working effectively with clients and colleagues from diverse backgrounds, in support of an inclusive and respectful environment; demonstrates sensitivity to the issues associated with low income, disability, diversity, and aging; ability to communicate effectively with participants, volunteers, and community members to promote their participation or resolve their concerns with professionalism and respect.

Signatures

Employee signature and
date _____

Manager signature and
date _____

Human Resources signature and
date _____