

ALLEGANY COUNTY HUMAN RESOURCES DEVELOPMENT COMMISSION, INC.

POSITION VACANCY ANNOUNCEMENT

POSTING DATE: 4/20/17 IN-HOUSE: X
DEADLINE FOR APPLICATIONS: 04/30/2017 OUTSIDE: _____
POSITION: Operations Manager INITIAL WORKSITE* 125 Virginia Ave.
PROGRAM: Dept. of Children and Family Services
SALARY: Hourly: _____ Annually: \$35,180

* Subject to change based on program needs

GENERAL SCOPE:

Under the direction of the Head Start Co-Director and in accordance with HRDC's Policies and Procedures and program guidelines, manages the administrative workflow of program operations ensuring that work products and information come into and out of the Head Start Office in a timely manner. Supervises classroom substitutes and maintenance staff, maintains facilities, oversees transportation component of the program, assists in creating a positive, supportive environment for clients and staff; maintains a positive, professional attitude at all times; adheres to the Agency policy of confidentiality governing areas of personnel, budget information, contract negotiations and client information; coordinates special projects as assigned by the Head Start Co-Directors. Coordination and oversight of Mental Health Services. Oversees ERSEA and program recruitment.

QUALIFICATIONS:

Bachelor's Degrees from an accredited four-year academic institution. Five(5) years Administrative and supervisory experience required.

WORKING CONDITIONS:

This is a regular, non-union, full-time salaried position. Must have the flexibility to work overtime and travel out-of-town as required.

NOTICE: All applicants must submit HRDC Form 100 and Form 105 plus a cover letter which indicates how their work or educational experience meets the qualifications of the position. HRDC applicants who are union employees and applying for another union position must also submit copies of their two most recent performance evaluations.

SUBMIT APPLICATIONS TO:

HRDC Personnel Office
125 Virginia Ave.
Cumberland, MD 21502

