

OKEECHOBEE CHILDREN'S SERVICES COUNCIL of OKEECHOBEE COUNTY

Executive Director JOB DESCRIPTION

QUALIFICATIONS:

- (1) Associate's Degree or higher
- (2) Satisfactory Level 2 background check and drug screening
- (3) Valid Florida Driver's License
- (4) Resident of Okeechobee County

KNOWLEDGE, SKILLS AND ABILITIES:

Good working knowledge of budgeting and financials. Experience with grant writing and criteria formulation. Knowledge of governmental funding and attention to detail for audits. Ability to travel locally to visit the organizations supported by the Council. Advanced organization skills, ability to develop timelines, good communication skills both oral and written. Understanding of community needs regarding children. Strong management, communication, and leadership skills to compose correspondence and prepare reports. Ability to work well with the governing board and public.

REPORTS TO:

Children's Services Council Board

JOB GOAL

To manage public funds at the direction of the Children's Service Council while providing for children's services throughout Okeechobee County.

SUPERVISES:

Children's Services Council Secretary/Bookkeeper

PERFORMANCE RESPONSIBILITIES:

Support for the Council

- (1) Provide directional leadership and advice to the Council on all matters relating to the Children's Services Council.
- (2) Maintain current by-laws and procedures that are consistent with Florida Statutes specifically F.S. 125.901.
- (3) Prepare Council agendas in advance of meetings, advertise meetings according to the Sunshine Law, and ensure minutes of the meeting are archived.
- (4) Maintain all records and correspondence to comply with the public records law and for immediate access during meetings.
- (5) Provide an annual written report, to be presented no later than January 1, to the governing body of the county.
- (6) Keep Council informed of matters of importance, potential problems or unusual events.
- (7) Ensure Council membership is in compliance with statutory requirements.
- (8) Provide training to all new Council members sufficient to allow them to perform their duties.
- (9) Serve as the Council's representative of the organization through written articles, personal appearances, County Commission, City Council, committee meetings, the Florida Association of Children's Councils and Trusts and all forms of media.

Partner/Provider Communication and Delivery

- (10) Communicate the Council's programs, history and needs to providers and the community.
- (11) Prepare and present Requests for Proposals to community.
- (12) Develop grant applications, rubrics, forms and procedures for presentation to the Council for approval and dissemination to providers.
- (13) Request community members to serve as a subcommittee in reading, grading, interviewing and determining recommendations for funding to council.

- (14) Review applications for scholarships annually with a subcommittee and present scholarships to students.
- (15) Review summer applications annually for any revisions to forms. Review all applications and summarize on form to volunteer subcommittee. Develop recommendations for funding agencies and amounts to Council.
- (16) Visit summer programs. Speak to programs as requested about CSC's purpose and mission.
- (17) Answer any questions from Council, agencies, auditors, and taxpayers.
- (18) Protect the confidentiality of any personal identifying information of a child or the parent or guardian of the child.

Financial Responsibilities

- (19) Report to the Council on a monthly basis, the financial standing; answer questions that are related to finances and report on items as requested by chairman.
- (20) Develop TRIM Timeline and budget annually.
- (21) Communicate with the property appraiser and the Florida Department of Revenue to maintain compliance with special district taxing authority.
- (22) Assist with pre-audit preparation.
- (23) Follow-up on any finding, management recommendation or correction immediately.
- (24) Assist in balancing of checkbook monthly with secretary/bookkeeper.
- (25) Serve as a signer on checks if only one officer is available.
- (26) Manage all financial accounts, bonds, money market accounts, checking accounts, etc. including balances, reconciliation, and interest management under the direction of the Council.
- (27) Report suspected fraud immediately to Council Chair and appropriate authorities to safeguard taxpayer dollars.

Personal Responsibilities

- (28) Use effective, positive interpersonal communication skills.
- (29) Respond to inquiries and concerns in a timely manner.
- (30) Meet and deal effectively with the Council members, agency personnel, community partners, colleagues and other contact persons using tact and good judgment.
- (31) Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

This position is considered part-time with compensation up to \$30 per hour for 30 hours weekly. IRS Form 1099 will be issued annually. Employment subject to E-verify. Mileage and phone reimbursement to be set by the Council.

Council approved: August 14, 2023