

VULCAN AND DISTRICT FCSS DIRECTOR JOB DESCRIPTION

The Director position is defined as “the most senior paid position in the organization and typically reports to the Board. The Director is responsible for overseeing Board policy; as well as planning, budgeting, and setting strategic direction for the organization. This position also manages the day-to-day decision making and functioning of the organization.

The Director will be responsible to the Vulcan and District Family and Community Support Services Board to ensure that the operation of the Vulcan and District Family and Community Support Services (FCSS) Program complies with policies as established by the FCSS Regulations.

His/Her responsibilities shall be:

1. To work with the FCSS Board in:
 - a) Selection of projects/programs that may be implemented by FCSS.
 - b) Reviewing community needs, aspirations, resources, etc.
 - c) Compiling proposed FCSS budgets for submission to the Board.
 - d) Review with the Board all applications for cost sharing under the Family and Community Support Services Act, and make recommendations as to their acceptance, deferment, or rejection.
 - e) The Director may implement programs costing up to \$1,500 without prior Board approval, but will continue to report to the Board, all program implementation.
2. To prepare a written monthly report on all of his/her activities for presentation to the Board. The report, along with staff reports, will be available to the Board in advance of the Board's regular meeting.
3. To supervise FCSS staff, and clerical staff if they are performing FCSS duties and to ensure that a satisfactory work performance is maintained.
4. To maintain adequate Personal Records of staff for the information of the Board.
5. To issue payment for all FCSS monthly operating expenses, with the exception of payroll, which will be done by the Town of Vulcan Accounting Department.
6. To ensure that the FCSS Program costs does not exceed approved budgets, for the various projects, unless prior approval has been received from the Board.
7. To obtain equipment as needed.
8. To complete the Annual Program Report for submission to the Provincial Government.
9. To utilize staff and projects in a manner that will enable FCSS to maximize the effectiveness of resources and monies when administering Community Programs.
10. To decide, in consultation with the FCSS Board, which projects or staff will coordinate new programs according to resources available and staff ability.

11. In consultation with the FCSS Personnel Committee, hire/dismiss staff, advertise and set up interviews for staff vacancies as required.
12. To prepare Program proposals and other needed material for presentation to the Board.
13. To initiate and develop short and long term program planning for the growth and improvement of FCSS projects and programs.
14. To meet regularly with all staff to ensure that goals and objectives are being met.
15. In consultation with the FCSS Board, provide leadership for the professional development of staff, including in-service projects, workshops and conferences aimed at providing or improving skills necessary to job performance.
16. To take an active part in community development by assisting groups and organizations with programs aimed at increasing the quality of life for residents of Vulcan County.
17. With the approval from the FCSS Board, to attend out of town conferences, workshops and meeting that will be of benefit to the FCSS Program.
18. To be responsible for liaison, co-operation, and coordination of activities with related fields such as Health, Recreation, Social Services and Commerce.
19. To involve resource persons, agencies, departments and concerned citizens in the planning, development and ongoing operation of the local program.
20. To encourage the use of volunteers in community programs sponsored by FCSS.
21. To attend meetings, as necessary, of the various groups and agencies, in order to be aware of problems in the community.
22. To promote the FCSS Program in the communities through public speaking engagements, development of brochures and information, advertising and one-to-one contacts.
23. To be available as a resource person to agencies, organizations, community groups, or individuals needing information, support, encouragement or referral.
24. To constantly research new program ideas and keep informed of any changes or development within the Provincial FCSS Program Regulations.
25. To employ accepted community development principles and skills in his/her work in this position.
26. To investigate areas of dissatisfaction or complaint, to attempt an adequate solution of the problem and to report all such incidents to the FCSS Board.
27. To keep on record all other books, paper, plans, correspondence, and any other documents committed to his/her charge by the Town Manager and/or the FCSS Board and deliver them to his/her successor or such other person as the Board may designate.