YUMA PRIVATE INDUSTRY COUNCIL
POSITION DESCRIPTION

Title: **School Manager**

Reports to: Program Director

Classification: Exempt

Revision Date: May 2004

SALARY

SUMMARY

Under the direction of the Operations Director, the School Manager maintains responsibility for creating a positive learning environment for the Educational Opportunity Center Charter High School. In the capacity of School Manager, the position embodies the cultural values of YPIC and applies those values to the educational enterprise.

PRIMARY RESPONSIBILITIES

Establish and Maintain a Safe Environment That Is Conducive to Learning

Supporting Skills

- *Lead by example.*
- *Establish and maintain standards for staff and students.*
- *Anticipate and prevent potential concerns from escalating.*
- *Maintain ongoing dialogue with staff and students, reinforcing standards and positive behavior.*
- *Conduct disciplinary meetings.*

Interview, Train, Supervise, and Motivate Staff

Supporting Skills

- *Interview potential hires for staff positions.*
- *Train staff in values and practices critical to the School's functioning.*
- *Establish and maintain a motivating atmosphere in the School.*

Plan, Organize, Direct, and Evaluate Institutional Activities

Supporting Skills

- *Work collaboratively with State and other regulatory officials.*
- *Plan programs and curriculum development efforts with staff.*
- *Direct the organization of activities in support of the educational process.*
- E*stablish criteria for measuring of progress.*
- *Evaluate progress in the School.*
- *Determine student enrollment into WIA and oversee this program in the Charter School.*
- *Represent the school to outside community agencies.*

Maintain Primary Responsibility for Handling Student Disciplinary Procedures

Supporting Skills

- *Write disciplinary policy.*
- *Provide training to staff on a semi-annual basis.*
- *Ensure compliance in disciplinary policy.*
- *Maintain accurate documentation of disciplinary expectations in an up-to-date student handbook.*
- *Handle all day-to-day student disciplinary problems.*

Prepare Regular Reports Per State and Other Requirements

Supporting Skills

- *Maintain statistical and other reporting information on an ongoing basis.*
- *Prepare reports according to specifications required by funding and regulatory agencies.*
- *Maintain timeliness in all reporting.*
- *Report to the School Board the activities of the Charter School.*

Develop and Submit for Approval the Charter School High School Budget

Supporting Skills

- *Maintain and track costs relevant to the budgetary process.*
- *Prepare budgetary documents for approval.*
- *Involve staff in expenditure projections for the coming budgetary period.*

Assist the Operations Director with Grant Proposal Writing Related to the School

Supporting Skills

- *Identify grant opportunities for the Charter School.*
- *Review the opportunities with the Operations Director.*
- *Evaluate the Charter School's potential for obtaining selected grant funding.*
- *Prepare written material based upon specifications.*

Prepare Written Policies and Procedures, School Board Agenda Items, and Related Documents

Supporting Skills

- *Develop written policies and procedures, in collaboration with appropriate staff and legal representation.*
- *Draft agenda items for School Board meetings.*
- *Create documents to clarify policies and procedures for appropriate personnel.*

Maintain Currency in Law and Regulations Pertaining to Special Education

Supporting Skills

- *Participate in appropriate in-service programs to obtain the most current information available.*
- *Read articles and books as appropriate, to gain current information and perspectives.*
- *Research, write, and disseminate information to school officials, staff, parents, and teachers.*

Serve on the Executive Team of the Organization

Supporting Skills

- *Contribute ideas and engage in dialogue concerning critical issues.*
- *Collaborate with colleagues in planning and implementation.*

CORE SKILLS

Language

- *Read, analyze, and interpret complex documents, professional journals, technical procedures, and governmental regulations.*
- *Respond to critically sensitive inquiries or complaints.*

- *Assist in the preparation of speeches and articles using original or innovative techniques or styles.*
- *Write clear reports, business correspondence, procedure manuals, and grant proposals.*
- *Effectively present information and respond to questions from groups of managers, clients, employers, customers, elected officials, and the general public.*

Mathematics

- *Apply mathematical concepts such as probability, percentages, and ratios.*
- *Utilize statistical inference in the solution of problems.*

Reasoning

- *Solve problems, collect data, establish facts, and draw valid conclusions.*
- *Interpret an extensive variety of technical instructions in mathematical or diagram form.*
- *Work with abstract and concrete variables.*

Technology

- *Demonstrate proficiency in software equal or comparable to Microsoft Windows 98, Microsoft Word, and Microsoft Excel.*

Socioeconomic

- *Recognize socioeconomic factors that influence unemployment, local labor community problems, and the lack of motivation to complete education, including teen pregnancy, dropout rate, and low self esteem.*
- *Demonstrate sensitivity to cultural, economic, and social differences.*

Supervisory

- *Demonstrate the ability to perform as a self-starter, requiring little supervision.*
- *Directly and indirectly supervise staff.*
- *Inspire, motivate, and train staff.*
- *May be called upon to represent the School to various agencies.*

Physical Demands

- *Talk and hear.*
- *Reach with arms and hands.*
- *Use hands and fingers to operate keyboards and other office equipment.*
- *Maintain close vision, distance vision, peripheral vision, depth perception, and adjust focus as needed for specific required tasks.*

Other

- *Must possess a valid Arizona Driver's License, reliable transportation, with current liability insurance.*
- *Must demonstrate the Core Values of the Organization.*
- *Interview and select candidates for positions in teaching.*
- *Apply good judgment to decision making on a daily basis.*
- *Evaluate performance of teaching and other staff related to the educational enterprise.*
- *Address the special needs of students, including but not limited to ethnic, exceptional, linguistic, and economic in school policies.*

EDUCATION AND EXPERIENCE

Bachelor's degree in Education, Human Resources, or Business Administration in addition to an Arizona Secondary Teaching Certificate.

A minimum of two years of previous experience in School or Business Administration, and knowledge relating to curriculum, instructional methods, media, and school improvement, is required.

Knowledge and/or experience in compliance with federal and state regulations is required of this position.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level is usually moderate for an office environment.

YUMA PRIVATE INDUSTRY COUNCIL
POSITION DESCRIPTION

Title: Executive Director

Reports to: YPIC Board of Directors

Classification: Exempt

Revision Date: August 1999

SUMMARY

Under the direction of the Workforce Investment Board, the Executive Director is the Chief Executive Officer of the Yuma Private Industry Council? The Executive Director serves as the management official directly responsible for the overall operation and activities relating to the Workforce Investment Act for the Administrative Entity within the Yuma County Service Delivery Area.

PRIMARY RESPONSIBILITIES

Provide Administrative Direction to the Private Industry Council and Associated Committees

Supporting Skills

- *Provide professional knowledge and advisement on workforce development issues and opportunities applicable to the Private Industry Council's mission and vision.*
- *Facilitate identification and consideration of the diverse needs and aspirations of the community.*
- *Serve in a leadership capacity on committees and task forces related to workforce and community development.*

Direct Development of the Service Delivery Area Two-year Job Training Plan

Supporting Skills

- *Participate with partnering organizations in the strategic design of the Two-year Job Training Plan.*
- *Collaborate in activities for monitoring and review, with the goal of continual improvement of service delivery.*
- *Implement corrective action on an ongoing basis.*

Develop and Negotiate Contracts with the State Workforce Investment Act Administration, the Grant Recipient, and Service Providers

Supporting Skills

- *Maintain comprehensive knowledge of the levels of need and service delivery related to WIA in the service area.*
- *Clarify specific opportunities and service needs required of YPIC and partnering organizations in the delivery of services.*
- *Maintain a thorough understanding of the organizational issues of the Private Industry Council's partners.*
- *Negotiate contracts that match the needs of service populations and the capacity of providers.*

Direct Development of the Operational Budget for All Administrative Entity Functions

Supporting Skills

- *Provide oversight and guidance for budgetary development.*
- *Provide budgetary control.*

Provide Fiscal Oversight of Administrative, Employment and Training Program

Supporting Skills

- *Maintain primary responsibility for all fiscal activities and operations associated with the Yuma Private Industry Council.*
- *Develop and ensure effective systems for ensuring effective use of funding for the Yuma Private Industry Council and partnering agencies.*

Provide Performance Oversight and Technical Assistance to Service Providers

Supporting Skills

- *Serve as the key workforce development professional, having primary responsibility for overseeing performance and offering technical assistance to providers.*
- *Ensure the presence of effective systems for ongoing learning by service providers.*
- *Facilitate client responsiveness by the Yuma Private Industry Council and partnering organizations.*

Manage and Direct the Human Resource Function of the Private Industry Council

Supporting Skills

- *Maintain primary responsibility for a well-qualified and conscientious staff to serve the interests of the Private Industry Council and its clients.*
- *Facilitate systematic performance improvement of all staff.*
- *Develop and maintain a learning organization.*

Serve as the Major Liaison for the Private Industry Council with Federal and State Government Agencies, the Grant Recipient, Local Elected Officials and Service Providers

Supporting Skills

- *Maintain primary responsibility for communication with government agencies on behalf of the Private Industry Council.*
- *Serve as the key liaison for the Private Industry Council with the grant recipient and local service providers.*
- *Maintain active and ongoing communication with local elected officials on Behalf of the Private Industry Council.*

Provide a Liaison with Educational Institutions, Business Organizations, Economic Development Agencies and the General Community

Supporting Skills

- *Serve in the capacity of key spokesperson for the Private Industry Council with all key external audiences of the organization.*
- *Maintain currency in major developments within education and business.*
- *Develop and maintain Knowledge of Important events in the general community.*

CORE SKILLS

Language

- *Read, analyze, and interpret complex documents, professional journals, technical procedures, and governmental regulations.*
- *Respond to critically sensitive inquiries or complaints.*
- *Prepare speeches and articles using original or innovative techniques or styles.*
- *Write clear reports, business correspondence, and procedure manuals.*
- *Effectively present information and respond to questions from groups of managers, clients, employers, customers, elected officials, and the general public.*

Mathematics

- *Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.*
- *Compute rates, ratios, and percentages.*
- *Draw and interpret bar graphs.*
- *Analyze documentation.*
- *Apply mathematical concepts such as probability, percentages, and ratios.*
- *Interpret and use graphic tools such as bar charts in presentations.*
- *Analyze documentation.*

Reasoning

- *Solve problems, collect data, establish facts, and draw valid conclusions.*
- *Interpret an extensive variety of technical instructions in mathematical or diagram form*
- *Incorporate abstract and concrete variables in situations where limited standardization exists.*

Technology

- *Operate applicable software information systems.*
- *Operate customary processing and basic database systems required for Workforce Development programs.*

Socioeconomic

- *Analyze socioeconomic factors that influence unemployment, local labor community problems, and/or resources related to the labor market*
- *Recognize the needs of economically disadvantaged individuals having barriers to securing employment.*

Interpersonal

Maintain strong working relationships with the following groups:

- *Staff representing diverse populations*
- *Federal, state, and county government agency personnel*
- *Board members of the Private Industry Council*
- *Program participants*
- *Educational agencies*
- *Social and/or public service agencies*
- *Service providers*
- *The general public*

Supervisory

- *Directly or indirectly supervises all functions of the Private Industry Council, and maintains primary responsibility for the organization.*

Physical Demands

- *Talk and hear.*
- *Reach with arms and hands.*
- *Use hands and fingers to operate keyboards and other office equipment.*
- *Maintain close vision, distance vision, peripheral vision, depth perception, and adjust focus as needed for specific required tasks.*

Other

- *Must possess a valid Arizona Driver's License, reliable transportation, with current liability insurance.*
- *Must demonstrate the Core Values of the Organization.*

EDUCATION AND EXPERIENCE

Bachelor's degree in Human Resources Management, Public and/or Business Administration and/or Education is required. Ten years of progressively responsible experience in administration and/or operation of employment and training programs, vocational training programs, or similar human resource programs.

Substantial experience in the negotiation, preparation, and management of contracts, analysis of management information, monitoring and evaluation of programs, and budget preparation and implementation are required.

Experience in working with and interpreting government rules and regulations.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level is usually moderate for an office environment.

YUMA PRIVATE INDUSTRY COUNCIL
POSITION DESCRIPTION

Title: **Finance and Accounting Manager**

Reports to: Executive Director

Classification: Exempt

Revision Date: July 1, 2005

SALARY

SUMMARY

Under the direction of the Executive Director, the position of Accounting and Finance Manager is responsible for performing professional accounting and supervisory functions directing the activities of the Accounting Department, as well as directing the financial initiatives that facilitate the organization's performing its primary functions. The position requires application of governmental accounting principles for maintaining fiscal records in the areas of WIA and Department of Education.

PRIMARY RESPONSIBILITIES

Develop and Implement Fiscal Procedures

Supporting Skills

- *Maintain primary responsibility for appropriate budgetary planning, control, audits, and reporting.*
- *Coach individuals and teams having fiscal responsibility in the use of proper procedures.*
- *Provide budgetary control.*
- *Conduct fiscal monitoring.*
- *Manage audits and reporting.*
- *Manage fixed assets.*
- *Coordinate fiscal operations for the corporation.*
- *Solve problems.*

Oversee, Direct and Guide the Fiscal Department of the Organization:

Supporting Skills

- *Establish a system for and consistently implement checks and balances on service delivery and organizational operations.*
- *Communicate key information throughout the organization.*
- *Instruct staff on proper financial procedures and protocols.*

- *Provide performance coaching to staff.*
- *Manage the change process in response to service area and marketplace considerations.*
- *Direct individual and team efforts organization-wide.*
- *Motivate staff.*

Maintain Complex Accounting Records

Supporting Skills

- *Demonstrate understanding of accounting practices and systems, following Generally Accepted Accounting Principles (GAAP).*
- *Ensure staff learning and understanding of accounting requirements consistent with GAAP.*
- *Categorize, accrue, allocate, and record costs and deposits appropriately.*
- *Apply appropriate regulations and requirements.*
- *Evaluate and utilize technology for accounting practices.*

Prepare Periodic and Annual Financial Statements and Reports

Supporting Skills

- *Demonstrate the ability to compile information in a clear, accurate, and understandable manner.*
- *Train staff to present and explain information.*
- *Interpret data and analyze expenditure.*
- *Demonstrate the ability to develop reports appropriate for internal and external reporting.*

Reconcile Bank Statements

Supporting Skills

- *Instruct staff to perform supporting processes for reconciliation of bank statements.*
- *Review the accuracy of statements.*
- *Compare bank records with general ledger.*

Verify Invoices for Accuracy and Proper Coding

Supporting Skills

- *Maintain controls in the area Accounting.*
- *Review expenditures for accuracy, proper coding, and proper authorization.*
- *Coordinate all expenditures with program staff.*

Prepare Monthly Accounting Reconciliations, Referencing the General Ledger, Payroll-Related Reports, Job Costing, and Journal Entries

Supporting Skills

- *Analyze financial data and systems.*
- *Clarify financial trends and projections.*
- *Develop a system of internal controls.*
- *Train staff in the use of internal control procedures.*
- *Develop and implement policies and procedures for systems of control.*
- *Manage program income and expenditure.*
- *Maintain accurate records for all finances of the organization.*

Develop the Organization's Annual Budget

Supporting Skills

- *Confer with the Executive Director to identify priorities in service delivery.*
- *Confer with the Executive Director to ensure effective planning and controls.*
- *Guide staff, and obtain critical input from them regarding departmental needs.*
- *Review projections in revenue and expenditure with senior executive staff and Executive Team.*
- *Adjust budgetary projections based upon priorities and needs.*

Provide Budgetary Control for the Organization

Supporting Skills

- *Review all expenditures to budgetary allocations.*
- *Approve or return for clarification items submitted for payment.*
- *Provide coaching and advisement to staff having responsibility for fiscal management.*

Function as the Chief Liaison with the Yuma County Finance Department

Supporting Skills

- *Maintain current information*
- *Pose questions to obtain clarification.*
- *Function as a responsive organizational partner.*
- *Represent the organization with the County Finance Department.*

Prepare Schedules for External Auditors and Being Available to Respond to Specific Questions when Necessary

Supporting Skills

- *Follow proper budgetary format, compilation, and presentation.*
- *Analyze financial performance according to protocol for external auditors.*
- *Respond accurately, understandably, and completely to questions relating to fiscal matters.*

Prepare/Monitor/Maintain/Administer Agency Budget

Supporting Skills

- *Compile departmental information and develop Annual Budget.*
- *Provide monthly budget feedback to appropriate staff.*
- *Based on staff feedback, develop budget re-forecasts.*
- *Interpret and analyze budget data.*
- *Meet with staff to discuss budget and areas of concern*
- *Maintain budget flow process.*

Supervise Staff

Supporting Skills

- *Clarify priorities.*
- *Build rapport with staff.*
- *Provide focused feedback on performance.*
- *Review, verify and approve output.*

Serve on the Executive Team of the Organization

Supporting Skills

- *Contribute ideas and engage in dialogue concerning critical issues.*
- *Collaborate with colleagues in planning and implementation.*

CORE SKILLS

Language

- *Effectively present information and respond to questions from management and staff.*

Mathematics

- *Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.*
- *Compute rates, ratios, and percentages.*
- *Compute algebraic equations.*
- *Analyze documentation.*

Reasoning

- *Solve problems, collect data, establish facts, and draw valid conclusions.*
- *Work with a variety of concrete variables.*
- *Interpret an extensive variety of technical instructions in written, oral, mathematical, diagram, or schedule form*

Technology

- *Demonstrate proficiency in Microsoft Windows Office Suite and the most up-to-date available Fundware.*

Supervisory

- *Supervise full-time and part-time staff.*
- *Supervise Accounts Payable, Accounts Receivable, and Payroll Functions.*

Physical Demands

- *Talk and hear.*
- *Reach with arms and hands.*
- *Use hands and fingers to operate keyboards and other office equipment.*
- *Maintain close vision, distance vision, peripheral vision, depth perception, and adjust focus as needed for specific required.*

Other

- *Must possess a valid Arizona Driver's License, reliable transportation, with current liability insurance.*
- *Must demonstrate the Core Values of the Organization.*
- *Must meet deadlines.*
- *Must interface with others in an effective manner.*

EDUCATION AND EXPERIENCE

Bachelor's degree in Accounting or Business Administration and five years of progressively responsible experience in accounting; or an equivalent combination of experience and education that would provide the knowledge, skills, and ability to perform the functions of the position, is required.

Knowledge of Workforce Investment Act requirements and Department of Education Fiscal Procedures are preferred.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level is usually moderate for an office environment.