

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
7 NORTH 31<sup>ST</sup> STREET  
BILLINGS, MT**

**VACANCY ANNOUNCEMENT**

**~EXTERNAL/INTERNAL~**

**POSITION:** Operations Director

**PROGRAM:** Administrative

**WHO MAY APPLY:** All Qualified Individuals

**WORKSITE:** 7 N 31<sup>st</sup> Street, Billings MT

**RATE:** \$27.06 – 34.50/ per hour DOE

**HOURS:** Exempt

**OPENING DATE:** Immediately

**CLOSING DATE:** Open until filled

**QUALIFICATIONS:** See Job Description

**HOW TO APPLY:** Submit Completed HRDC Application Form located at [www.hrdc7.org/employment](http://www.hrdc7.org/employment) along with current resume and cover letter to:

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
P.O. BOX 2016  
7 North 31<sup>st</sup> Street  
BILLINGS, MT 59103**

HRDC is an Equal Opportunity Employer

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL**

## **POSITION IDENTIFICATION**

Functional Title: Operations Director  
Organization: District 7 Human Resources Development Council  
Supervisor: CEO  
Classification: Exempt

## **POSITION SUMMARY**

Under the supervision of the Chief Executive Officer and in accordance with the direction and mission of District 7 HRDC, the Operations Director is responsible for the administration and coordination of the day to day business and operational functions of District 7 HRDC, working effectively with Program Directors and the Board of Directors.

Through a respectful, constructive and energetic style, guided by the objectives of the organization, the Operations Director provides the leadership and management necessary to ensure the Agency has the proper operational controls, administrative and reporting procedures, and people systems in place to effectively ensure operating efficiency. It is essential that the Operations Director bring about efficient and effective systems to increase the productivity of the organization.

## **ESSENTIAL JOB FUNCTION**

Reporting to the Chief Executive Officer of District 7 HRDC, the Operations Director will lead all internal operations. This position requires looking towards the future and identifying areas that need improvement as well as areas where costs could be reduced in order for the organization to perform at an optimal level.

## **DUTIES AND RESPONSIBILITIES**

- Under the direction of the Chief Executive Officer and working in partnership with the Director of Finance, assist with implementation of the strategic plan.
- Serve as an internal leader within the organization.
- Serve as a member of the internal Management Team, along with the CEO and Director of Finance.
- Coordinate the annual operations plan and, working with the Director of Finance, align systems with the budget and advise the CEO on system's health.
- Lead the performance management process that measures and evaluates progress against goals for the organization.
- Provide a strong day-to-day leadership presence and support an open-door policy among all staff.
- Manage and provide leadership to the organization's Program Directors and Managers.
- Identify opportunities and priorities for new program development and advise the CEO on new opportunities.
- Communicate the branded message internally.
- Develop staff curriculum, tools, and training that meet cost guidelines.
- Oversee Technology, Human Resources and Risk Management systems.
- Monitor legal compliance.
- Help cultivate the values of Human Resources Council with staff of the organization.

- In conjunction with HR, instill a human capital development and “coaching” culture within the Agency by developing and implementing staff training and development programs, overseeing compensation and benefits, employee relations, performance evaluation and recruiting.
- Accountable for oversight and monitoring of overall program budgets, ensuring adherence to set parameters. Works with the CEO and Director of Finance on financial reports and analysis; recommends and implements budget changes upon CEO approval.
- Works with the leadership team and finance team to develop and monitor the annual budget and key performance indicators for each program; oversees the preparation of assigned program budgets and maintains effective accounting and fiscal control.
- Provides timely reports as required by respective programs and agency requirements. Updates, communicates, and implements all program changes that reflect and impact compliance requirements.
- Perform administrative duties including proposal preparation, grant writing and report preparation.
- Performs other related duties as assigned.

**SUPERVISORY RESPONSIBILITIES:** This position operates in accordance with agency policies, and applicable state and federal laws. The incumbent is responsible for the overall direction, coordination, and evaluation of subordinates. This position works directly under the supervision of the CEO.

## **QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **Education and Experience:**

A minimum of a Bachelor’s degree in business administration or business management with at least six years of experience in operational and performance management, organizational development, personnel management and strategic planning in a non-profit setting. Management experience within a Community Action Agency is preferred.

### **Other Knowledge, Skills and Abilities:**

- Requires a mission-focused, strategic, and process-minded leader with experience scaling an organization and developing a performance culture among a group of diverse, talented individuals.
- Must have the skills, sensitivity, and personal confidence to tap into the power each member of the team brings to the mission.
- Ability to resolve conflict
- Effectively communicates on all platforms.
- Demonstrates dependability and punctuality.
- Adheres to a consistent work schedule.
- Demonstrates professionalism in the workplace.

### **License and Certifications:**

Must possess a valid Montana Driver’s License, proof of personal automobile insurance and must meet insurability requirements for agency automobile insurance policy

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally move up to 25 pounds; maintain a stationary position while using a computer; frequently communicate with co-workers and members of the community on the phone, in writing and in person; needs to move about inside the office to access file cabinets, office machinery, etc.

## **WORK ENVIRONMENT**

The work environment is typical of that of an office setting. The employee must occasionally move up to 25 pounds; maintain a stationary position while using a computer. Tasks will involve extended periods of time at a keyboard or work station. Minimal travel including occasional overnights.

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