

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL
7 NORTH 31ST STREET
BILLINGS, MT**

VACANCY ANNOUNCEMENT

~EXTERNAL/INTERNAL~

POSITION: Director of Asset Development

PROGRAM: Housing, Families Saving for Tomorrow, VITA

WHO MAY APPLY: All Qualified Individuals

WORKSITE: Home Center

RATE: \$23.51 – 25.93/ 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 along with current resume and cover letter to:

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

HRDC is an Equal Opportunity Employer

DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL

POSITION DESCRIPTION
HUMAN RESOURCES DEVELOPMENT COUNCIL

POSITION IDENTIFICATION

Functional Job Description Title: Director of Asset Development	Department/Program: Housing, Families Saving for Tomorrow and Volunteer Income Tax Assistance (VITA) programs
Reports To (Title): Operations Director	FLSA Status: Exempt
Supervisory Position: Yes	Position Status: Full-time
Prepared By: Associated Employers	Revision Date: March 2019

POSITION SUMMARY

Under the supervision of the Chief Executive Officer and in accordance with the direction and mission of District 7 HRDC, the Director of Asset Development is responsible for the direction, administration and oversight of all Housing Counseling Activities, Saving for Tomorrow, and Volunteer Income Tax Assistance (VITA) programs. The incumbent is responsible for compliance of all state and federal guidelines, ensuring that grant and contract requirements are met including, but not limited to: reporting, budgeting and troubleshooting.

MISSION OF ORGANIZATION

Through its mission, HRDC empowers people in need through the mobilization and development of community services creating opportunities for success in Big Horn, Carbon, Stillwater, Sweet Grass, and Yellowstone Counties. All HRDC activities focus on 3 national goals:

- 1) Individuals and families with low incomes are stable and achieve economic security.
- 2) Communities where people with low incomes live are healthy and offered economic opportunities.
- 3) People with low incomes are engaged and active in building opportunities in communities.

ESSENTIAL JOB FUNCTIONS

The requirements listed, are representative of the knowledge, skills, and abilities necessary to perform the essential functions of the job. To perform this job successfully, an individual must be able to carry out each task satisfactorily and perform other duties as assigned.

1. Supervise and lead subordinate staff in a fair and productive manner in accordance with the agency's policies, and applicable state and federal and laws.
2. Coordinate closely with the Operations Director and other staff to ensure effective operation of program contract requirements, and state and federal regulations are met.

3. Evaluate programs on an on-going basis. Recommend and implement authorized program development and changes. Under direction of the Operations Director, identify and develop new programs to meet the needs of the community.
 4. Maintain on-going communication with the Operations Director, fiscal operations and other program directors.
 5. Monitor program operating budgets and expenses, budget development; prepare comprehensive program reports. Ensure proper expenditures are enforced. Notify the Operations Director of budget deficiencies; recommend and implement budget changes once approved.
 6. Attend meetings on behalf of HRDC and maintain on-going communication and networking with community partners and funders.
 7. Participate in interviewing, selecting, evaluating, rewarding, disciplining, and terminating staff as needed.
 8. Adhere to ROMA standards at all times.
 9. Assess, secure and implement training for applicable staff and programs.
 10. Attend Professional Development and supervisory training as required.
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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/or EXPERIENCE:

Minimum qualifications are bachelor's degree in Human Services and a minimum of 2 years related experience (including supervisory), or equivalent combination of education, experience, and supervisory background to fully meet the obligations of this position.

Must be VITA certified or able to obtain certification prior to tax season (January).

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

OTHER SKILLS and ABILITIES:

- Must have knowledge of budgeting and expense procedures for program operations.
- Ability to supervise and lead program staff in a fair and productive manner in accordance with the organization's policies and applicable laws.
- Strong organizational, listening and communication skills, including both verbal and written are required.

- The employee must have the ability to work with low-income and disadvantaged people with an objective, non-judgmental attitude.
- The employee must be a team player to ensure overall program success.
- Prefer knowledge of local labor market information and employer expectations.

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 above statements are intended to describe the general nature and level of work being performed by the individual assigned this position. This job description is not intended to be an exhaustive list of all responsibilities, duties and skills of the personnel in those positions(s).

I have read and accept the duties and responsibilities as outlined. I have also been given the opportunity to discuss any questions or concerns regarding any or all of the above directly with my supervisor prior to signing this document. Further, I agree to notify my supervisor immediately in the event that I am unable to fulfill any or all of the duties as outlined above.

*I understand that **HRDC-7** reserves the right to revise or change this job description as the need arises.*

I have reviewed this job description and received a copy.

Employee Signature

Date

Supervisor Signature: _____ Date: _____