

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

VACANCY ANNOUNCEMENT

~INTERNAL/EXTERNAL~

POSITION: Director of Asset Development

WHO MAY APPLY: All Qualified Individuals

WORKSITE: Home Center; 3124 1st Ave N
Billings, MT 59101

RATE: \$50,388 - \$73,062; DOE

HOURS: Full time; **Exempt**

DUTIES: See Job Description

OPENING DATE: Immediately

CLOSING DATE: Until Filled

WORK SCHEDULE: To Be Established By Supervisor

QUALIFICATIONS: See Job Description

HOW TO APPLY: Internal Candidates must submit a Letter of Interest.
External Candidates must submit an HRDC Application,
Cover Letter and Resume to:

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

HRDC is an Equal Opportunity Employer



POSITION DESCRIPTION HUMAN RESOURCES DEVELOPMENT COUNCIL

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| 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): CEO | FLSA Status: Exempt |
| Supervisory Position: Yes | Position Status: Full-time |
| Prepared By: Human Resources | Revision Date: April 2022 |

JOB 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.

- Supervise and lead subordinate staff and volunteers in a fair and productive manner in accordance with the agency's policies, and applicable state and federal and laws.
- Coordinate closely with Executive Management team and other staff to ensure effective operation of program contract requirements, and state and federal regulations are met.
- Evaluate programs on an on-going basis. Recommend and implement authorized program development and changes. Identify and develop new programs to meet the needs of the community.
- Maintain on-going communication with senior management, fiscal operations and other program directors.
- Monitor program operating budgets and expenses, budget development; prepare comprehensive program reports. Ensure proper expenditures are enforced. Notify leadership of budget deficiencies; recommend and implement budget changes once approved.
- Attend meetings on behalf of HRDC and maintain on-going communication and networking with community partners and funders.
- Attend Professional Development and supervisory training as required.
- Participate in the selection process, conduct employee evaluations, enforce discipline, and terminations as required.
- Ensure that appropriate training has been provided to his/her staff as needed.
- Communicate policy and policy changes to his/her staff.
- Resolve employee conflicts and client grievances according to established policy and procedures.
- Demonstrate competency in leadership; develop and maintain an effective team.
- Complete special projects as assigned. Perform other duties as assigned and determined to be productive and efficient for the continuing improvement of the Agency.

Additional Knowledge, Skills and Abilities:

- Effectively **communicates** on all platforms.
- Demonstrates **dependability** and **punctuality**.
- Adheres to a consistent work schedule.
- Demonstrates **professionalism** in the workplace.
 - Maintains professional boundaries with participants;

- Must have the ability to work with low income and disadvantaged people by modeling an unbiased, non-judgmental attitude.
- Demonstrates positive and appropriate interactions with coworkers and management.
- Contributes to a harmonious and productive work environment.
- Must be a team player to ensure overall program success.
- Nurtures, builds, and mentors employees to build a cohesive team.
- Brings creative suggestions and potential solutions to direct supervisor regarding work barriers and team efficiency.

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.
- Strong organizational, listening and communication skills, including both verbal and written are required.
- 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: _____