



JOB DESCRIPTION

DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL

Job Title: Deputy Director	Department/Program: Administrative
Reports To: Chief Executive Officer	FLSA Status: Exempt
Supervisory Position: Yes	Position Status: Full-time
Prepared by: Human Resources	Revision Date: May 2026

JOB SUMMARY

Under the supervision of Chief Executive Officer (CEO) and in accordance with the direction and mission of District 7 HRDC, the Deputy Director is delegated the responsibility of establishing long-range goals, strategies, plans and policies as well as providing executive oversight of the organization's daily operations. This position has oversight of programs, operations, compliance, Director supervision and staff development.

MISSION OF THE ORGANIZATION

Through its mission, HRDC-7 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-7 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.

Supervisory Responsibilities

Manages subordinate supervisor(s) who supervise employee(s); is responsible for the overall direction, coordination and evaluation of these units. Also directly supervises non-supervisory employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

ESSENTIAL DUTIES

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.

Leadership & Administration

- In accordance with CEO guidance, oversee day-to-day operational leadership across HRDC-7.
- Leads cross-functional initiatives that improve organizational effectiveness and service delivery.
- Assists the CEO in developing and implementing long-term strategic plans.
- Establish departmental responsibilities and coordinate functions among departments and sites.
- Translate HRDC-7's goals and mission into actionable operational strategies.
- Serve as liaison between organization, Board of Directors, and outside organizations.
- Develops and maintains relationships with funders, community partners, governmental agencies, and stakeholders.
- Supports grant development and ensures compliance with funding requirements.
- Identify and manage operational risk.
- Support development and fundraising efforts, as needed.
- Reports directly to the CEO and works closely with the CEO and Board of Directors.
- Represents the CEO and presents operational reports to the Board of Directors as requested.
- Collaborate with CEO in fostering a positive and productive culture at HRDC-7.
- Align CSBG plan/report.
- Review and supply monthly progress reports.

Budget, Compliance & Contracts

- Oversee multiple community service programs to ensure quality service delivery and compliance with federal, state, and local regulations.
- Assist in budget development, monitoring, and contract oversight.
- Work closely with the finance department to develop and manage the budget, ensuring departments are complying with internal controls.

- Ensure cost control measures and efficient resource allocation.
- Ensure HRDC has up to date and appropriate insurance, internal controls, and contingency plans.
- Provides executive oversight of agency budgets, financial performance, grant compliance, and fiscal sustainability.
- Negotiate or approve contracts or agreements.
- Review, analyze, and ensure legislation, laws, or public policy are followed.
- Maintain confidentiality and professionalism in all work.
- Ensure documentation and tracking requirements are met.

Personnel & Staff Development

- Work with Human Resource Representative to develop and implement procedures and internal policies for organizational effectiveness.
- Appoint Directors or Managers and assign or delegate responsibilities to them.
- Direct human resource activities, including approval of human resource plans or activities, the selection of new hires or internal hires, or establishment/ organization of departments.
- Supervise and mentor department leaders and management staff.
- Support outreach, promotions, department work, and projects for the departments
- Collaborate with IT to identify and implement technology improvements to enhance efficiency.
- Participates in staff meetings, team building, and technical training
- Seeks opportunities to support personal growth and skills that will improve job performance.

Additional Knowledge, Skills and Abilities:

- Effectively communicate on all platforms
- Demonstrate dependability and punctuality
- Adhere to a consistent work schedule
- Demonstrate 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.
- Model an objective and non-judgmental attitude with co-workers, clients, and providers

Minimum Qualifications

Annual Criminal Background checks are required.

Must possess or be able to attain a Montana Driver's License, proof of personal automobile insurance and must meet insurability requirements for agency insurance policy.

Bachelor's degree (BA, BS) in a related field required, Masters degree in a related field preferred with a minimum of 5+ years of progressively responsible management experience, including supervision of managers and oversight of multiple programs or departments.

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 or driving; 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. Tasks will involve extended periods of time at a keyboard.

HRDC7 is an Equal Opportunity Employer. **HRDC7** does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

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: _____