

FAYETTE COUNTY COMMUNITY ACTION AGENCY, INC.

JOB DESCRIPTION

TITLE: Director of Operations

REPORTS TO: Executive Director

RESPONSIBILITIES:

- Provide coordination of special projects and day-to-day management and supervision of FCCAA administrative systems.
- Assist in coordinating activities of programs and grant management activities.
- Review operation performance and initiatives corrective action for problems.
- Coordinate with program managers on operations issues.
- Monitor services, expenditure patterns, and modifications to service plans.
- Coordinate with planning in monitoring, reporting and client services.
- Supervises assigned programs or project activities.
- Budget Preparation.