

City of Nampa, Idaho

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Executive Director Nampa Family Justice Center
Class Code Number	2110
Annual Salary	\$62,129.60 - \$66,890.00

General Statement of Duties

Executive Director

Oversees Nampa Family Justice Center; seeks out new partners to increase new funding and maintain current funding sources; administers FJC grants; accountable for department budget planning and management; performs work as required.

Demonstrates City Values of Stewardship, Integrity, and Teamwork without compromise.

Distinguishing Features of the Class

The principal function of an employee in this class is to develop new business partnerships, sustain funding sources, and align the Nampa Family Justice Center (NFJC) for optimal service delivery. The job duties are performed under the direction of the Chief of Police, but the incumbent will also take direction from and be accountable to the Advisory Committee of NFJC. Considerable leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with the Chief of Police, Executive Director, State and Federal Officials, other city employees, business and community groups and non-profit organizations. The principal duties of this class are performed in the community and office environment.

Examples of Essential Work (Illustrative Only)

- Establishes and expands relationships with organizations, networks and individuals who participate in NFJC, including partners from the arenas of social health, religion, education, youth services, government, ethnic groups, community leaders and the general public

- Maintains and expands relationships with established community networks, NFJC leadership, financial and resource partners, including identification and development of potential funding sources
- Develops project goals, work plans, timelines, implementation strategies; plans and coordinates with public and private agencies to meet goals
- Monitors programmatic trends in use and demands on resources
- Prepares applications or documentation to secure project funding, including preparation and submission of grant proposals
- Administers project budget, including preparation of fiscal, narrative and evaluation reports on project and/or program progress
- Responsible for seeking out and maintaining funding for the NFJC Executive Director position
- Develops and oversees volunteers for the NFJC; including training, scheduling and coordination with NFJC partner needs
- Identifies and initiates contact with organizations and individuals that will expand the scope and impact of NFJC and to promote public awareness and advocacy for the project
- Conducts research and analysis into programs to serve the needs of the clients and analyzes existing programs to evaluate effectiveness and appropriateness in meeting client needs
- Measures, evaluates and communicates program performance
- Administers the planning and implementation of all NFJC events, including trainings, workshops, forums, seminars, and meetings, including preparation of all materials and information
- Develops, disseminates and updates all NFJC marketing related communications
- Receives media requests, directs, processes and responds to requests for NFJC information
- Attends meetings, conferences, workshops and training sessions to represent NFJC and reviews publications and materials to remain current on principles, practices, and new developments in assigned work area
- Is punctual and timely in meeting requirements of performance, including attendance standards and work deadlines
- Communicates information and states concerns in a clear and professional manner;
- Respects the opinion of others and demonstrates a reasonable relationship with employees, supervisors and others
- Performs in a timely and effective manner, including changes in work assignments and/or how work is performed
- Performs other related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities

- Comprehensive knowledge of principles, practices, and procedures as they relate to the development and implementation of programs
- Comprehensive knowledge of program development, financial management, contract management, and citizens outreach methods

- Ability to plan and facilitate events, including trainings, workshops, forums, seminars and meetings
- Ability to perform complex financial auditing and reporting procedures within the City and to other units of government
- Ability to maintain confidentiality
- Ability to work with diverse socio-economic, ethnic and cultural groups
- Ability to work independently with little supervision or assistance required
- Ability to effectively communicate with others, both orally, and in writing using both technical and non-technical language
- Ability to understand and follow oral and/or written policies, procedures and instructions
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines
- Ability and willingness to stay abreast of and use new skills and knowledge brought about by rapidly changing information and/or technology
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks

Acceptable Experience and Training

- Bachelor's Degree Required, Master's Degree preferred; in Social Services, or a closely related field; and
- Minimum 5 years' experience in the administration of grant funded social service projects; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.
- Experience in public speaking, community engagement and training in related fields.

Required Special Qualifications

- Valid Idaho State Driver's License.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review written material in electronic and hardcopy form
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer and related equipment

- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to function within the general office environment.