

CAPC of Jefferson County, Inc.
Chief Executive Officer

The Chief Executive Officer is responsible and accountable to the Community Action Planning Council of Jefferson County Inc. (CAPC) Board of Directors for managing, planning, organizing, and implementing all agency operations in accordance with funding source requirements, laws and policies set by the Board. He/she also directly manages the Administration, Fiscal and Human Resources offices, along with the Department Heads/Program Directors from each area in the agency, which includes up to 12 senior staff members.

Salary Range:

- \$77,000 to \$95,000 commensurate with experience.
- Benefit package.

Qualifications:

- BS or BA Degree in Management, Business or related field required. Human Services coursework and experience desired.
- Certified Community Action Professional (CCAP) desired.
- Ten (10) years of experience in management and supervision of staff.
- Directly supervises up to twelve (12) senior staff employees.
- Occasional local travel during normal business hours; occasional overnight and weekend travel. Travel includes local, regional, multi-state and nationwide.
- Extensive mental demands.

Required Skills:

- Vast working knowledge of Program Management in non-profits.
- Financial, budgetary, and general math knowledge.
- Work independently with limited or no supervision.
- Organizational and time management.
- Decision making and problem-solving.
- Equitable and inclusive of all individuals and families.

Qualified applicants should submit an updated resume and completed CAPC application:

Community Action Planning Council of Jefferson County
518 Davidson Street
Watertown, NY 13601
Attention: Human Resources Department
Fax to (315) 785-0892
E-mail: lbabcock@capcjc.org

CAPC application form available online at www.capcjc.org.

Community Action is an Equal Opportunity Employer.