

**Upper Cumberland Human Resource Agency
Cookeville, Tennessee**

“An Equal Opportunity Employer/Programs”

EXECUTIVE DIRECTOR

DEFINITION

Employees in this class are under executive direction of the Policy Council and Board of Directors. Work performed in the administration of planning and operational activities of the Upper Cumberland Human Resource Agency.

EXAMPLES OF WORK PERFORMED

- Directs the planning, coordinating, monitoring, and evaluation of the delivery of all social services including the Aging, Manpower, Community Service, Health, Transportation, Youth, Finance, and miscellaneous programs.
- Formulates total program policy.
- Coordinates, develops, and supervises the activities of professional, administrative, and technical personnel to achieve maximum utilization of work force in accomplishing agency goals.
- Directs the development, justification, and presentation of the program budget.
- Coordinates a comprehensive human resource program with the programs of other governmental organizations, members of General Assembly and Congressional delegates.
- Develops and implements a public relations program to educate public and private organizations and individuals to Upper Cumberland Human Resource Agency Programs.
- Monitors and evaluates the effectiveness of the Upper Cumberland Human Resource Agency programs and initiates actions to maintain and improve effectiveness.
- New program development.
- Funding opportunities.
- Prepares and presents information to Governmental officials.
- Strategic planning.
- Performs related work as required.

REQUIRED KNOWLEDGE AND ABILITIES

- Knowledge of the goals and objectives of human resource agencies and their programs.
- Knowledge of the comprehensive nature of human service delivery systems.
- Knowledge of the political, social, economic, and physical factors influencing urban development.
- Knowledge of sound practices in administrative supervision.
- Knowledge of professional literature in the field of human resource work.
- Knowledge of modern office practices and procedures.
- Ability to organize and direct the total program of the Upper Cumberland Human Resource Agency.

EXECUTIVE DIRECTOR (concluded)

- Ability to plan and direct the work of professional, technical, and administrative personnel.
- Ability to evaluate situations and make decisions.
- Ability to express ideas clearly, concisely, and convincingly.
- Ability to establish and maintain an effective working relationship with the public and other employees.

RECOMMENDED QUALIFICATIONS

Applicants possessing these qualifications have a good probability for success in this class. However, applicants not possessing these qualifications should apply if they believe their training and experience will enable them to perform the work successfully.

B.S. Degree in social work, business, or public administration or a related field, or 10 years of administrative experience in a related field may be substituted for the educational requirements.

Considerable progressively responsible experience in the social services field, which three years must have been in a responsible supervisory, consultative, or administrative capacity.

SALARY

Based on qualifications and experience.

DEADLINE

Resumes will be accepted **through the end of the business day on February 10, 2012**, and must be addressed to

**UCHRA Selection Committee
Upper Cumberland Human Resource Agency
580 South Jefferson Avenue, Suite B
Cookeville, Tennessee 38501**

and clearly marked on outside of envelope: **Executive Director Position**

It is the policy of the Upper Cumberland Human Resource Agency to provide equal employment opportunities to all applicants and employees without regard to any legally protected status; such as, race, color, religion, gender, national origin, age, disability or veteran status.

UCHRA's Selection Committee reserves the right to accept or reject any or all resumes.