

Job Description

Title: OPERATIONS MANAGER	Reports to: Head Start Director
Status: Exempt	Department: Head Start
Skill Level: 3	Pay Grade: 302
Location of Work: Central Office, Houston County	

Description:

Under the direction of the Head Start Director, the Operations Manager is responsible for keeping the Director informed on all systemic and statistical aspects of all the Head Start programs and for devising and recommending courses of action to keep all programs in proper budgetary balance and in compliance with federal, state and private funding terms and conditions. The Operations Manager is responsible for monitoring information for the timely preparation and distribution of all required program reports.

Responsibilities:

- Work in conjunction with the Head Start Director advising on all matters affecting program budgets, enrollments, expenditures, governmental reporting, and general business operations.
- Work closely in preparing program grant with the Head Start Director, Executive Director, Director of Finance and other stakeholders (staff, governing board, parents, management, and community partners).
- Work with with the Director of Finance, Head Start Director, Executive Director and other stakeholders to coordinate the development and monitoring of the Head Start budget(s).
- Assist in the preparation of program proposal(s), budgets and program budget revisions and make recommendations as required.
- Work in tandem with the Head Start Director to ensure maintenance of appropriate Head Start internal controls and financial procedures.
- Closely monitor on-going program expenditures; complete variance analysis on a regular basis to compare current and year-to-date expenditures to program budgets and allocation plans; make monthly recommendations to management for adjustments and/or possible corrective action and/or improvement.
- Assist management with the development and preparation of internal and external reports.
- Prepare and present briefings for management, which summarize analysis of monthly and year-to-date projections regarding attendance and meal revenues, in addition to program expenditure activity that may include recommendations and/or results.
- Responsible for utilizing data and data analysis to provide detailed and accurate information to identify trends which will be used to assist in making decisions.
- Works with and acts as the primary point of contact for matters relating to department management information systems to ensure the seamless flow of data.
- Issues reports to the Head Start Director of all findings on a monthly basis and provides systematic follow-up to all program functions; provides detailed reports which indicate areas of weakness, non-compliance and deficiencies according to monitoring protocol standards and performance evaluation standards.
- Responsible for performing mock Office of Head Start Monitoring Protocol on a periodic bases and reports all findings to executive management.
- Works in conjunction with the Head Start Director establishing Head Start policies and procedures.
- Participates in meetings and strategy sessions to stay informed on priorities, raise issues and provide feedback.
- Prepare the Annual Self-Assessment, Community Assessment, Annual Report, and Program Information Report.
- Ensures that staff have and meet training requirements, receive professional development and have professional development plans, have required certifications, credentials, and licensure.
- Performs other work as requested within federal, state and local guidelines.
- Works closely with Human Resources to ensure proper processing of new hires, staff changes or other similar activity.

Qualifications/Requirements:

- Minimum of a bachelor's degree in economics, business administration, accounting, mathematics, operations analysis or related field.
- Minimum of three (3) years recent paid work experience in an increasingly responsible position involving extensive program planning and budgeting, systems development and implementation, data collection, organization, analysis and preparation of results.
- Experience with a Head Start Program is preferred.
- Ability to analyze information and statistics and write summary reports.
- Possession of a valid Tennessee driver's license and maintain a vehicle liability insurance policy.
- Ensure a periodic physical examination and tuberculin test.
- Incumbents are subject to a criminal background check and must pass a pre-employment drug test and random drug and alcohol screenings.
- Prefer bilingual (English/Spanish)

Knowledge or Skills:

- Ability to communicate effectively with all levels of staff.
- Simultaneously handle multiple projects, which require solution research and implementation.
- Interpersonal skills and the ability to work as a team member.
- Good work ethic and ability to focus on both content area and management level issues.
- Capacity and empathy to work with a diverse population and low-income families and children including those with a disability.

Working Conditions:

- This position requires incumbent to walk, sit, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; and talk and hear.
- Daily required to stand, climb, balance and stoop, kneel, crouch or crawl.
- Incumbent is required to regularly lift and/or move up to fifty pounds.
- Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.
- The physical demands described above are representative of only some that must be met to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.