

DEPUTY EXECUTIVE DIRECTOR



Department:	Agency Administration
Reports To:	Executive Director
Group/FLSA Status:	Administrator/Exempt
Revised:	7/30/2019

SUMMARY: *(Brief description summarizing the overall purpose and objectives of the position.)*

The Deputy Executive Director provides administrative leadership and management oversight to the SWWC and leads the development of innovative, quality and relevant programs, products and services; and assists the Executive Director in maintaining positive relationships with member schools, superintendents, school boards and CCOGA members.

ESSENTIAL FUNCTIONS: *(Typical tasks but not all inclusive – major duties of the position.)*

- Provides educational leadership for the SWWC and member districts;
- Collaborates with the Executive Director and Senior and Divisional Directors for the purpose of creating a singular focus on developing a high performing administrative team;
- Coordinates the operations of Educational Services and Human Resources;
- Assists the Executive Director in developing, implementing and maintaining a system of planning and evaluation which addresses all aspects of SWWC's operations;
- Assists the Executive Director in providing effective communications both internally and externally.
- Assists the Executive Director in representing SWWC and the best interests of SWWC with other agencies, organizations, and institutions.
- Represents SWWC and the executive director at a variety of meetings.
- Assists in the development and management of new programs and services.
- Serves as the liaison with administrators and school board members of member districts.
- Serves as the liaison with cities, counties, and other governmental agencies.
- Assists the Executive Director in meeting the needs of the board of directors.
- Provides primary supervision, management, and support for Educational Services and Cities/Counties/Other Governmental Agencies.
- Assumes primary responsibility for internal affairs.
- Provides good public relations and customer service with member districts, staff, parents and the general public;
- Follows all policies and regulations;
- Regular and prompt attendance is essential;
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES: *(Minimum competencies for job performance.)*

- Comprehensive knowledge of the principles and practices of Deputy Executive Director.
- Thorough knowledge of leadership and management principles.
- Thorough knowledge of budgeting and fiscal operations.
- Ability to demonstrate enthusiasm and commitment toward the job and mission of SWWC.
- Ability to research, analyze, plan, and execute new programs and services.
- Ability to hire and supervise the agency and provide the leadership needed to facilitate the team environment.
- Ability to demonstrate confidentiality.
- Ability to function under very stressful situations.
- Ability to deal with and resolve unusual and difficult problems.
- Ability to adapt policies, procedures, and methods to fit unusual and complex situations.
- Ability to interpret, process and use complex workplace data.
- Ability to establish and maintain effective working relationships with the Board, colleagues, and individuals inside and outside the agency.
- Ability to communicate effectively, both verbally and in writing, with the Board, colleagues, and individuals inside and outside the agency.
- Ability to present information to small groups and large groups.
- Ability to write clearly and concisely.
- Ability to develop budgets and set user fees.
- Ability to use modern office equipment and related software.

EDUCATION AND EXPERIENCE: *(Minimum level of education and experience required.)*

- Master's Degree in Educational Administration
- Extensive experience in administration

LICENSES, CERTIFICATES, AND REGISTRATIONS: *(Minimum required to perform the job.)*

- Minnesota Licensure as Superintendent from the Department of Education
- Driver's License

SUPERVISION: *(Level of supervision received and supervision exercised/size of group supervised.)*

- Work is performed under general direction of the Executive Director
- Responsible for full supervision of the Educational Learning Centers and Behavioral Health Services, consisting of a large group of employees.

WORKING CONDITIONS: *(Physical/sensory requirements and environmental conditions.)*

- Considerable business travel is required.
- Work may require long hours including early morning, evening, and weekend activities.
- Work is performed year round.
- This is sedentary work requiring the exertion of up to 25 pounds of force occasionally, and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body, and a negligible amount of force constantly to move objects; work requires stooping, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information through normal spoken word; visual acuity is required for preparing and analyzing written or computer data, inspections involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions and may be exposed to bloodborne pathogens.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. The physical demands and work environment describe here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not constitute an employment agreement between SWWC and employee and is subject to change by SWWC as the needs and requirements of the position change.