

Western South Dakota Community Action, Inc
1844 Lombardy Street
Rapid City, South Dakota 57703
605.348.1460

Job Description

Title: Executive Director

Supervised by: Board of Directors

Supervises: Business Manager, Weatherization Production Supervisor,
LEAP Furnace Coordinator, Special Projects and Community
Services

Annualized Salary Range: \$60,000 - \$80,000

General Area of Responsibility

Primarily responsible for the development and administration of all program activities in accordance with the Agency mission and policies formulated by the Board of Directors.

Major Duties

1. Develop and submit Agency work plan and budget.
2. Implement Board of Directors approved activities, projects and programs.
3. Submit progress reports to the Board of Directors and Agency funders.
4. Implement and administer Board of Directors approved personnel policies.
5. Develop job descriptions and the Agency's organizational chart.
6. Identify the unmet subsistence needs of the poor and develop resources to meet them.
7. Coordinate Agency activities with public and private groups to optimize service delivery.
8. Develop, implement and manage an effective public information plan.
9. Supervise weatherization activities and contracts.
10. Supervise, guide and evaluate the performance of assigned personnel 11.
Secure and maintain Agency grants, and in-kind and cash donations.

Qualifications

1. Relevant Bachelors Degree and six (6) years previous experience; or High School Diploma or GED and ten (10) years previous experience; or any combination of the above.
2. Valid South Dakota driver's license with no major violations in the past five (5) years.

An Equal Opportunity/Affirmative Action Employer

WESTERN SOUTH DAKOTA COMMUNITY ACTION, INC.
1844 Lombardy Drive
Rapid City, South Dakota 57703
(605) 348-1460

Date Received _____
By _____

Position and/or type of work you are applying for _____

1. NAME: _____
Last First Middle

2. ADDRESS: _____
Street, Box Number, or RFD City State Zip

3. TELEPHONE NUMBER: _____
Home Cell Work

4. Are you a US citizen? Yes _____ No _____

5. Date you are available for work? _____

6. Do you have transportation? Yes _____ No _____

7. Do you have any family members currently employed by Western South Dakota CAA? _____

Name _____ Position _____ Relationship to you _____

8. U.S. Military Service Yes _____ No _____ Branch of Service: _____

9. Any convictions felony or misdemeanor? Yes _____ No _____ If yes, explain on separate piece of paper

10. Last year of schooling completed? 9 _____ 10 _____ 11 _____ 12 _____ 13 _____
14 _____ 15 _____ 16 _____ 17 _____ 18 + _____

Was Diploma obtained by passing H.S. equivalency (GED) Test? Yes _____ No _____
When? _____

LIST SCHOOLING BEGINNING WITH MOST RECENT (College, High School, Vocational School, etc.)

Name and Address of School _____
Attended From _____ To _____ Total Hours _____ Degree _____
Major or Course _____ Minor(s) _____ Did you graduate? _____

Name and Address of School _____
Attended From _____ To _____ Total Hours _____ Degree _____
Major or Course _____ Minor(s) _____ Did you graduate? _____

11. Are you willing to have your present or most recent employer contacted regarding your qualifications?
Yes _____ No _____

Begin with your present or last work and list in reverse order. Complete fully, especially description of duties, giving tasks performed, responsibilities and number of people you supervised. List every position you have held, including volunteer and committee work, giving same information. Attach additional sheet if necessary. Please include any experience relevant to the position that you are applying for.

A. Date employed: Mo _____ Yr _____ Date separated: Mo _____ Yr _____ Total Yrs _____ Mo _____
 Hours per Week _____ Position Held _____ Starting Salary _____
 Last Salary _____ Reason for Leaving _____
 Place of Employment _____ Street Address _____
 City _____ State _____ Zip Code _____ Phone _____
 Immediate Supervisor _____ Description of Duties _____

B. Date employed: Mo _____ Yr _____ Date separated: Mo _____ Yr _____ Total Yrs _____ Mo _____
 Hours per Week _____ Position Held _____ Starting Salary _____
 Last Salary _____ Reason for Leaving _____
 Place of Employment _____ Street Address _____
 City _____ State _____ Zip Code _____ Phone _____
 Immediate Supervisor _____ Description of Duties _____

C. Date employed: Mo _____ Yr _____ Date separated: Mo _____ Yr _____ Total Yrs _____ Mo _____
 Hours per Week _____ Position Held _____ Starting Salary _____
 Last Salary _____ Reason for Leaving _____
 Place of Employment _____ Street Address _____
 City _____ State _____ Zip Code _____ Phone _____
 Immediate Supervisor _____ Description of Duties _____

12. PERSONAL REFERENCES: Give three (3), known at least three years (other than relatives or former employers).
 NAME OCCUPATION HOME ADDRESS PHONE NUMBER

13. Why are you interested in this job? _____

14. In case of emergency, please notify: _____

Address: _____ Phone _____

15. I certify that the foregoing answers are correct to the best of my knowledge and belief.

Signature _____ Date _____

PLEASE LIST ALL OTHER RELATED EXPERIENCES:

From: _____ To: _____ Duties: _____

Responsibilities: _____

From: _____ To: _____ Duties: _____

Responsibilities: _____

From: _____ To: _____ Duties: _____

Responsibilities: _____

From: _____ To: _____ Duties: _____

Responsibilities: _____

From: _____ To: _____ Duties: _____

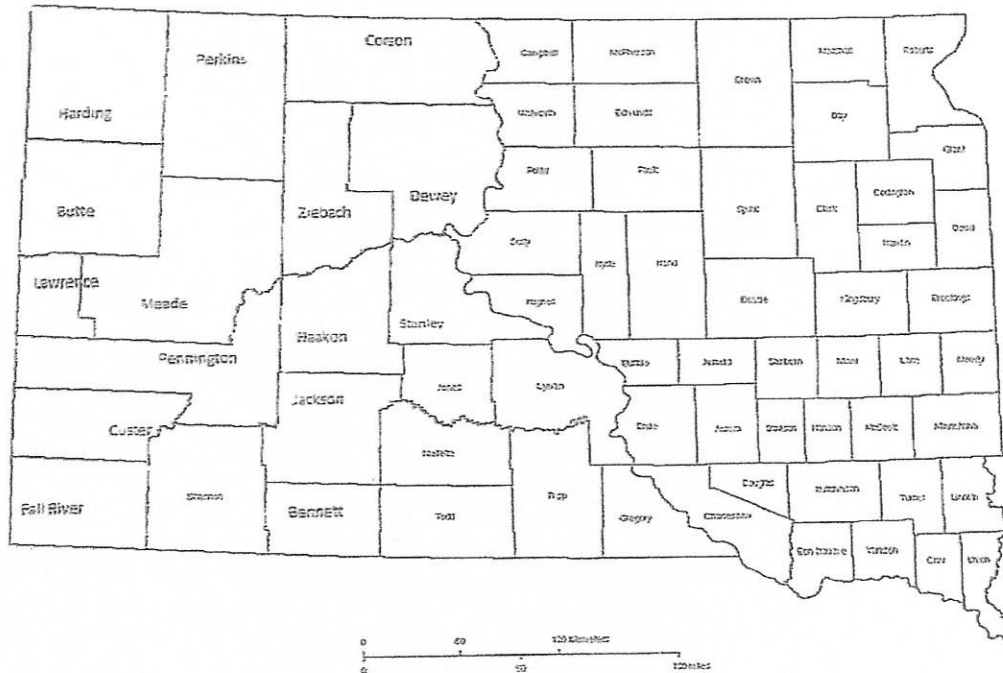
Responsibilities: _____

WSDCA Agency Basics

From WSDCA's Strategic Plan

Edited April 27, 2018

SOUTH DAKOTA



About WSDCA

Western South Dakota Community Action Agency (WSDCAA) was incorporated in 1965 as 501(c)(3) non-profit organization for the purpose of conducting the Federal Office of Economic Opportunity's War on Poverty in Rapid City, SD. The agency soon expanded to serve all of Pennington County, and since then has incorporated an additional 13 counties, including Bennett, Butte, Corson, Custer, Dewey, Fall River, Haakon, Harding, Jackson, Lawrence, Meade, Pennington, Perkins and Ziebach, all in the western half of the state, into its service area. Members of the low-income, government and civic sectors from each of these counties are represented on the Agency Board of Directors. In addition, staff collaborate with the Oglala Sioux Tribe, which provides community-based services to persons in Oglala-Lakota County (formerly Shannon County).

Historically, the Agency has undertaken anti-poverty programs and projects designed either at the national level, to meet needs that are widespread throughout the country, or designed within the Agency itself, in partnership with the low-income community, to meet needs unique to the local population. Many successful efforts, including Operation Mainstream, a job training program, Head Start, a detox program, and Legal Aid, were spun off. Today WSDCAA provides services through the Department of Energy's Weatherization Program and a host of programs and projects that address the needs that have been identified by the low-income population in the service area.

In aggregate, these counties are comprised of 29,741 square miles, nearly 50 percent of the State's land base. They have a total population of 184,530 of which 26,469 is low-income. To serve this widely dispersed low-income population, the Agency has organized and nurtured a network of 14 low-income volunteer organizations comprised of over 200 volunteers. Most of these local organizations have been in existence for over 20 years. Under contract with the administrative office in Rapid City, these organizations deliver goods and services to the low-income populations in their counties on a totally volunteer basis. These goods and services are intended to address the 'needs gap' in the budgets of low-income households, which, for a minimum wage household of three, can mean an annual budget deficit (exclusive of the cost of health insurance) of a minimum of \$4,000. In this manner, over 12,000 low-income people, or about 45 percent of the poverty population in the service area, is annually assisted in reducing, although not eliminating, their budget shortfalls.

An Agency Needs Assessment is conducted every three years as required by the Community Services Block Grant. The most recent Needs Assessment was conducted in 2018. The top three priorities, as determined by the needs assessment, were: (1) Health, (2) Basic Needs and (3) Housing.

Mission Statement

The purpose of the Corporation shall be to make an effective impact upon the causes and effects of poverty in our communities and to assist those living in poverty conditions to help themselves overcome these conditions and to make a more successful impact upon their own future well-being.

WSDCAA EMPLOYEE BENEFITS

From WSDCAA Employee Handbook

Annual Leave

Employees who have accumulated annual leave must use it within one year of receiving it. At the end of the program year, the employee shall be compensated for any earned but unused annual leave. Annual leave is calculated based on the following schedule: Five (5) working days received after six (6) months of employment with Community Action; Ten (10) working days received after one (1) year of employment with Community Action; fifteen (15) working days received after (2) years of employment with Community Action; Twenty (20) working days received after five (5) years of employment with Community Action; and Twenty-five (25) working days received after ten (10) years of employment with Community Action. Prior written consent must be obtained from the supervisor prior to using annual leave. Upon termination of employment, any earned, unused annual leave still outstanding will be paid to the employee. In contrast, any used but unearned annual leave will be deducted from the employee's final paycheck.

Employees that are laid off by Community Action in good standing and are rehired within one (1) year shall immediately receive benefits based on total years with the organization. Employees who leave the Agency in good standing and are rehired within one (1) year shall receive the same benefits as a newly hired employee until they have completed one (1) year with Community Action. After one (1) consecutive year of employment, the rehired employee shall receive benefits based on total years with the organization.

Sick Leave

All permanent employees shall earn sick leave at the rate of one (1) hour for each twenty (20) hours worked. The maximum accrual of sick leave is 240 working hours or thirty (30) working days. Sick leave is to only be used for illness (including chemical dependency treatment), medical and dental appointments and illness of the immediate family. Upon termination or resignation of employment, the employee will not be paid for unused sick leave. Any sick leave used for a period of more than four (4) consecutive days must be supported by a doctor's note. The note must state that the employee was unable to perform his/her work duties due to the degree of his/her illness. Employees unable to report for work due to illness must notify their supervisor within the first hour of their shift. If notification within the first hour is not received by the supervisor, the sick leave will not be approved and the employee will be charged absent without leave.

On the Job Injuries

All on-the-job injuries or occupationally incurred illnesses, no matter how minor, must be reported as soon as possible to the employee's supervisor. All on-the-job injuries must be treated by a qualified medical professional within twenty-four hours and may return to work only if they are in possession of a doctor's note verifying that they can fully perform their duties.

Extended Leave

In cases where extended leave is necessary, e.g. maternity/paternity leave, surgery, etc., sick leave must be utilized first, then annual leave and then leave without pay. The maximum period to be covered is a total of ninety (90) days per year. Prior approval must be obtained from the executive director. Community Action recognizes and adheres to the federal Family and Medical Leave Act (FMLA) if it is more favorable to the employee than the policy set out above. Eligible employees may utilize FMLA if it is deemed more beneficial to the employee and their specific circumstances.

Administrative Leave

Administrative leave with compensation may be granted to permanent employees by the executive director for following reasons:

Dangerous weather; Death in the immediate family. A maximum of three (3) days will be granted. Any leave beyond three (3) days will be charged to annual leave. Required seminars, training, workshops, meetings, etc.

Military Leave

Community Action conforms to all state and federal statutes pertaining to military service. An employee who is a member of the active military reserves or action National Guard unit shall be excused from work and given military leave. The absence shall not be charged against annual leave and the employee shall receive normal salary less the amount of base pay received from the military unit. The employee shall give to the executive director a copy of the official orders to qualify for this type of leave.

Jury Duty/Subpoena

Any compensation received from the above activities will be deducted from the employee's next regular paycheck.

Emergency Closure

In the event of an emergency closure, as necessitated by government instruction, risks to public safety, outbreaks of communicable disease, or other circumstances as determined by the Executive Director.

Holidays

The following days have been designated legal holidays for all staff:

- | | |
|----------------------------|-------------------|
| -Christmas Day | -Christmas Eve |
| -New Year's Day | -One Personal Day |
| -Friday after Thanksgiving | -Thanksgiving Day |
| -Labor Day | -Fourth of July |
| -Memorial Day | -Presidents Day |
| -Martin Luther King Day | -Veterans Day |

Holidays falling within the period of annual vacation or sick leave shall not be counted as work days in computing said vacation or sick leave. If a holiday falls on Saturday or Sunday, it will be observed on the preceding Friday or Monday, respectively. Personnel required to work on holidays will be given off the equivalent of double time the number of hours worked within the time period of the holiday worked or paid double time for the hours worked.

Employee Benefits

Employee benefits provision. Social Security and state unemployment compensation benefits are extended to all employees of Community Action. An option cost-sharing medical group plan is available. Life insurance is also available.

Workman's compensation.

The corporation provides coverage under State laws regulating Workman's Compensation.

Community Action may provide periodic salary increases

Career Development

Employees are encouraged to attend training courses which will further their career development. Training courses will be paid for by Community Action and may be taken during work hours if allowable under a program grant.

Fringe Benefits

Community Action employees will be eligible to receive all Community Action fringe benefits after their probationary period. Fringe benefits include the following:

Health/Vision Insurance — employee pays 20%, Community Action pays 80%. Coverage plans include single, employee/spouse, employee/child, or family.

Retirement— Community Action will match a certain percentage of employee contribution. For more information, please see the business manager.

Life Insurance— life insurance up to \$10,000 is provided by Community Action.

Employees are allowed and encouraged to join professional and employee organizations.