



Inyo Mono Advocates for Community Action, Inc. (IMACA) is a federally designated Community Action Agency, incorporated in 1981 to serve persons in both counties. IMACA is subject to, and regulated by, both Federal and State statutes.

Administration
224 S. Main Street
Bishop, CA 93514

Position Announcement

Executive Director

Objective: The Executive Director is responsible for the over-all operations of IMACA. *The Executive Director reports to the IMACA Board of Directors.*

SPECIFIC DUTIES AND RESPONSIBILITIES:

- **Administration and Fiscal:** Implements board policy regarding administrative functions and fiscal procedures; provides executive guidance to assure the effective and efficient operation of the agency. Specifics include the following:
 - 1) Manage and administer IMACA anti-poverty programs in accordance with established policy and procedures.
 - 2) Supervise the implementation of all management functions including, but not limited to fiscal/accounting, personnel, planning, and management information systems. Ensure timely and accurate information is provided to the Board of Directors, local community, and contracting agencies.
 - 3) Review and evaluate program operations to ensure that program contractual obligations are fulfilled. Modify program objectives and activities and allocate resources for programmatic effectiveness.
 - 4) Provide administrative and technical assistance to the Board of Directors. Generally act as professional staff to the Board of Directors and related committees.
 - 5) Direct on-going and research planning to obtain information and community input on the social and economic needs of the Eastern Sierra low-income community. Prioritize needs so that resources can be efficiently allocated.
- **Supervise and Evaluate Program and Administrative Managers:** Conduct annual evaluations; oversee effective management staff training and career development planning and implementation.
- **Public Relations:** Act as public representative for all agency business; oversee effective and comprehensive outreach and education efforts to ensure continued community support for IMACA's mission.
- **Participate in On-Going Professional Development:** Attend job-related conferences, training and workshops, as needed.
- **Perform Related Duties As Assigned**

QUALIFICATIONS:

- Bachelor's degree, preferably in Business, Public Administration or related area of study plus two years experience with a local government, social action, or human service agency; or four years of increasingly responsible management experience with two years at a local government, social action, or human service agency; or any combination of education and experience that ensures the ability to perform all the responsibilities of the position.
- Knowledge about poverty programs and related legislation; including the principles and practices of human service delivery systems
- Background in general business and fiscal management, grantsmanship, and personnel practices and principles
- Knowledge of the laws and rules governing California not-for-profit corporations, including tax exempt laws, contract negotiations and fund administration

- The ability to interpret and apply rules, policies and regulations; a working knowledge of budgets, including grant and categorical funding; able to work with minimal supervision; balance and prioritize multiple tasks; compile information and prepare accurate reports; deal tactfully and courteously with persons seeking information and expressing concerns about program policies and procedures; establish and maintain cooperative working relationships
- Knowledge of the Head Start and State Categorical Programs.
- Possess excellent communication skills including the ability to communicate effectively with a culturally diverse population
- Able to attend out of the area meetings, workshops and training as required
- Be fingerprinted and have clearance records filed with the State Department of Social Services and Community Care Licensing
- Be in good health and pass all medical requirements (TB skin test or chest x-ray, basic physical)
- Must possess a valid driver's license, be insurable, and have a good driving record

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee is occasionally required to stand; walk, use hands to finger, handle or feel and reach with hands and arms. Specific vision abilities required by this job include: close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level is usually quiet to moderate.

Position Title:	Executive Director
Program:	Administration
Location:	Bishop
Position Classification:	Exempt
Time Base:	Full-time, 40 hours/week
Starting Salary	\$31.26-\$35.36 DOQ
Benefits	Full

To apply submit materials outlined below to:

IMACA Personnel, 224 S. Main Street, Bishop, CA

Or by mail to:
P. O. Box 845, Bishop, CA 93515

Position is open until filled.

Application packets should include:

1. a completed IMACA application form (required)
2. a letter describing your interest in the position, including how your skills meet the required job responsibilities (required)
3. a résumé (required)
4. the names and contact information of three professional references

For questions or additional information, please contact 760.873.8778 or hr@imaca.net

INYO MONO ADVOCATES FOR COMMUNITY ACTION, INC. IS AN EQUAL OPPORTUNITY EMPLOYER