

Deputy Administrator Job Description

SUMMARY: The Deputy Administrator increases the efficiency of the Children's Advocacy Center (CAS) by supporting operational leadership to provide services to coordinate timely, comprehensive and multi-disciplinary response to child sexual abuse and serious physical abuse allegations in a safe, agency-neutral, child-focused setting.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Assists with operational activities for funding sources to maintain and update grants to ensure smooth day-to-day operations.
- Assists with responsibility for development and administration of standards and procedures related to personnel, including staff development, budget and physical facilities.
- Strategize process improvements to maximize funding with grants for resource allocation.
- Assists with fund raising activities and organizes them in the community to meet CAC objectives.
- Prepares, distributes, and maintains variety of funding reports.
- Researching deadlines.
- Draft grant proposals and supporting documents based on the funding requirements of the organization.
- Submit grant proposals to the Director for approval.
- Respond to internal and external queries on drafted and submitted proposals from funding agencies.
- Maintain positive relationships with fund providers and other stakeholders.
- Manage the daily tasks of CAC by providing administrative and clerical support.
- Ensuring office supplies are maintained, including checking inventory and working with vendors to always ensure adequate levels of necessary supplies.
- Occasionally traveling off-site to deliver reports or files to other departments.
- Ensuring the confidentiality and security of files and filing systems.
- Operating copy equipment, fax machines, printers or other equipment necessary.
- Conducts forensic interviews.

Supervisory Responsibilities May provide some direct supervision to interns and volunteers.

Education Bachelor's degree (B.A.) from a four-year college or university and a major in social work or a related field.

Experience Previous experience in criminal justice, human services and professional training in child abuse is recommended. Previous experience clerical or secretarial role or experience handling administrative tasks in a related field, a strong understanding of business management.

- Good organization, time management and scheduling skills
- Basic bookkeeping experience, especially in accounts payable/receivable
- Experiencing using office management software, including Excel and other word processing software and spreadsheets
- Strong communication skills
- Ability to multitask

Mathematical Skills Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages. Previous experience with grant writing.

LANGUAGE SKILLS Ability to read and interpret documents such as law enforcement reports, Page 2 of 2 government or agency regulations and legal interpretations. Ability to write reports and business correspondence. Ability to speak effectively before individuals, public groups and employees of the organization.

REASONING ABILITY Deputy Administrator must solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS As required.

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. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; and talk; or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions. Occasionally will do home or on-site visits. The noise level in the work environment is usually moderate.