
**Assistant E & T Director**  
2020-ET-006

Responsible for the development, implementation, and coordination of information systems relative to financial analysis, demographics, and evaluation of program grant performance. Manages employment and training programs.

**Duties and Responsibilities:**
- Provides leadership to Department at the request of and in the absence of the department Director
- Assists the department Director in developing and maintaining positive and professional community partnerships for the purpose of collaboration, networking, and information-sharing
- Convene and facilitate regular Manager meetings and special meetings as needed
- Directs the E & T Management Information System
- Supervises, trains, and evaluates staff
- Along with department Director, evaluates the performance of Managers on annual basis or more frequently if necessary
- Monitors and evaluates program effectiveness and ensures compliance with program rules and regulations
- Develops methods for on-going compilation and statistical analysis of enrollment and placement information
- Manages or directs Department programs, projects, and tasks as assigned
- Prepares statistical, demographic, and financial reports required by grantor agencies
- Establishes, projects, and monitors program activities and outcomes, related financial data, and goals
- Develops a system to monitor budgets regarding grant funds and grant requirements
- Determines cost allocations for program expenses
- Manages program payroll, purchasing, voucher, and invoice system
- Prepares budgets, monitors and projects program expenditures

**Qualifications:**
- Bachelor’s degree in human services, related field, or commensurate education and experience
- Three (3) years in fund accounting, accounts payable and receivable, financial reporting, and budget management
- Demonstrated supervisory and leadership skills
- Must have extensive knowledge of computer software systems required for client reporting, program performance factors, and evaluation
- Must be proficient in Microsoft Office

**Needed Attributes:**
- Self-starter with organizational and management skills

Full-time, 40 hours/week, Monday-Friday