

**CITY OF LOWELL**  
**Job Description**  
**Please Post ~ March 29, 2016**  
**Deadline ~ April 12, 2016**  
**Career Center of Lowell**  
**Executive Director**

**Job Title:** Executive Director (1100-DH02, 2266)  
**Department:** Career Center of Lowell  
**Reports To:** Lowell City Manager  
**Salary:** \$87,310.08(min) to \$102,552.84(max)/annually; Ordinance position  
**Schedule:** Full Time Position Grant Funded Position

**SUMMARY**

Manages and directs the organization toward its primary objectives, based on agreements between the City of Lowell/Career Center of Lowell and funding sources, by performing the following duties personally or through subordinate Managers.

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

Establish current and long-ranged goals, objectives, plan and policies, subject to approval by the City Manager and/or are subject to the authority vested in the position of the Executive Director. Plans and directs all negotiations pertaining to the award of grants, sub grants, contracts, agreements, joint ventures and the acquisition of goods and services in accordance with the approved policies and procedures of the organization.

Establishes and maintains an effective system of communications throughout the organization.

Serves as chief advisor to Affirmative Action Officer. Oversees all grievances and complaints from inception to resolution.

Represents the organization at all functions.

Dispenses advice, guidance, direction and authorization to carry out plans and procedures, consistent with laws, regulations and policies issues by the appropriate funding sources, the Greater Lowell Workforce Investment Board and the City of Lowell.

Oversees the adequacy and soundness of the organization's financial, procurement, personnel, programmatic, monitoring, operational and other administrative requirements.

Analyzes required performance plans and outcomes as required by Federal, State and local performance standards.

Executes, through delegation to appropriate management staff, the implementation of policies and procedures necessary to achieve the performance objectives of the organization, compares them to established objectives and takes steps to ensure that appropriate measures are taken correct unsatisfactory results.

**SUPERVISORY RESPONSIBILITIES**

Manages subordinate unit Managers who supervise employees in the Fiscal, Operations, Programmatic and Administrative Departments. Is responsible for the overall direction,

coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies, procedures and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and discipline employees; addressing complaints, resolving problems, dismissing employees and increasing/decreasing the workforce.

### **COST ALLOCATION CLASSIFICATION**

The person occupying this position must document and be able to support appropriate allocation of their time. The guidelines to be followed shall be the allocation plan of the City of Lowell Career Center of Lowell. This position is funded through the administrative allocations of all Agency State and Federal Grant funding sources

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to read, analyze and interpret complex documents. Ability to respond effectively to sensitive inquires o complaints from customers, regulatory agencies, or members of the business community. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups and/or Greater Lowell Workforce Investment Board. Ability to work with mathematical concepts. Ability to apply principles of logic and dealing with practical problems.

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree (B. A.) from four-year college or university; and three (3) to five (5) years' experience in the administration of multi-level grants and contracts. Must have demonstrated experience in the administration of personnel and human resources and/or related programs.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

**OTHER SKILLS & ABILITIES** Must be knowledgeable of the executive judicial political process and State Massachusetts rules and regulations. A working knowledge of various Federal and State Laws, i.e. Equal Opportunity (EEO), Americans with Disabilities Act (ADA), Workforce Investment Act (WIA), Wage and Hour, Family Medical Leave Act, Child Labor Laws, etc. Ability to understand and be sensitive to the needs of the community disadvantaged and dislocated worker. Must have excellent written and oral communication skills and be able to maintain detailed records on an automated and/or manual system. Ability to develop and maintain effective working relationships with others. Ability to plan, schedule and execute assigned tasks.

**PHYSICAL DEMANDS**

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 and talks or hears.

**WORK ENVIRONMENT**

The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer and required physical with drug screen, CORI post offer.

*Qualified individuals send resume and/or application to the Human Relations Office, Room 19 City Hall, Lowell, MA 01852; fax to 978-446-7102 or email to [mcallery@lowellma.gov](mailto:mcallery@lowellma.gov); Deadline- April 12, 2016 at 4:00PM.*

**E0E/AA/504 Employer**