

Position Title: ProWorks Executive Director

Position Summary: ProWorks' Executive Director assumes responsibility for all matters relating to ProWorks' services, personnel and property; the Executive Director is an *ex officio* member of the ProWorks Board of Directors, and is directly responsible to the Board of Directors.

Beginning Annual Salary: \$45,000

Responsibilities and Essential Functions:

- 1) The Executive Director's position is "exempt." The Executive Director or their delegate represents ProWorks in all matters relating to services, personnel and property.
- 2) Supervises all other ProWorks' personnel; this responsibility includes the recruitment and hire of "new" employees, orientation/training and discipline of all other personnel. The Executive Director provides a positive role model to ProWorks' consumers and employees.
- 3) Provides a written job performance evaluation to all other ProWorks personnel, and provides an opportunity for each individual to discuss their performance evaluation at least annually.
- 4) Prepares an annual program budget, and works with ProWorks' auditor to produce an annual financial report.
- 5) Increase public awareness of ProWorks' services through various media resources and events.
- 6) Develops a business plan, with ProWorks Board of Directors, describing short-term and long-term agency goals.
- 7) Develops and maintains a working relationship with other private and public agencies serving persons with physical, intellectual or emotional limitations.
- 8) Seeks additional sources of funding.
- 9) Maintains a working knowledge of and practices adherence to all written and unwritten ProWorks policies and procedures, MnDHS Consolidated Rule, Minnesota Vulnerable Adult Statutes and Rule and all other applicable Federal, State, County and City laws, standards, ordinances, practices or rules.

10) ProWorks, by its very purpose, provides training and assistance to persons with developmental disabilities; it is imperative that the Executive Director is able to meet all known or yet to be discovered needs of individuals' receiving services, and with this purpose in mind, it is furthermore required that the Executive Director possess an exceptional ability to relate to people, counsel and problem solve for individuals requiring such assistance. This requirement is actually a qualification that cannot be readily observed or quantified, and yet this requirement also represents an "essential function" of the Executive Director's position.

Qualifications:

- 1) Bachelors Degree in Special Education or a related field of study and one year of experience providing services to persons with disabilities.
- 2) Must speak, read and write "fluent" English
- 3) MN Class C Driver's License and an "acceptable" Motor Vehicle Record (MVR)
- 4) American Red Cross Standard First Aid Certification
- 5) American Heart Association Basic Rescuer Certification