

**UNITED CEREBRAL PALSY ASSOCIATION OF SACRAMENTO, INC.
OF SACRAMENTO, YOLO, PLACER, EL DORADO AND NEVADA COUNTIES
191 LATHROP WAY, SUITE N
SACRAMENTO, CA 95818
Telephone 916-565-7700 FAX 916-565-7773**

JOB DESCRIPTION

TITLE	Director of Programs and Services
REPORTS TO	Chief Executive Officer
SUPERVISES	Programs in accordance with institutional goals and ideals, and in alignment with the agency strategic and business plan.
HOURS	Full time, salaried, exempt
GENERAL DESCRIPTION	Under the direction of the Chief Executive Officer and in accordance with agency policies is responsible for oversight, implementation, administration, management, and evaluation of adult programs and services.

QUALIFICATIONS

1. Minimum of a Bachelor's degree, Master's degree preferred and five years experience in program implementation and staff supervision; Work experience may be substituted for education.
2. Working knowledge of government funding sources, licensing and accreditation procedures;
3. Ability to relate effectively with professionals, funding agencies, the business community and agency clients.

DUTIES

Plan, implement and evaluate all agency programs; manage program services in full compliance with agency goals and standards; Establish and maintain effective and cooperative working relationships with other organizations, professionals, funding sources, agency volunteers and staff to achieve consumer and agency goals; Prepare year end program reports; recruit, hire, train, supervise and evaluate program personnel; coordinate agency programs with other related community services; develop vendorization and funding of adult programs as appropriate; ensure full program compliance with the standards of appropriate regulatory and funding agencies; provide full support to the Program Committee; communicate regularly to the Chief Executive Officer regarding consumer needs, staff efforts and program functioning.

UNITED CEREBRAL PALSY ASSOCIATION, INC. OF SACRAMTNO, YOLO, PLACER,
EL DORADO AND NEVADA COUNTIES HIRES AND PROMOTES EMPLOYEES
REGARDLESS OF RACE, COLOR, RELIGION, ANCESTRY, NATINAL ORIGIN, AGE,
GENDER, MARITAL STATUS, MEDICAL CONDITION OR PHYSICAL HANDICAP.

Adopted 4/06