



JOB ANNOUNCEMENT

Position: North Area Manager	Recruitment: F20-110-81
Location: Selma Service Center	Deadline: September 11th, 2020
Status: Full-time regular with benefits	Exempt
Language Requirement: Spanish Preferred	Department: Farmworker
Reports to: Division Director	Number of Positions: 1

SUMMARY: To ensure efficient operation of division and assist Division Director with program planning, implementation, and administration.

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

1. Supervises divisional staff toward satisfactory performance of program goals in a geographically defined area.
2. Reviews and analyzes contracts, management information systems and other sources of information to monitor budgets, expenditures and performance measures.
3. Provides timely communication to Service Center Managers and supports them in their roles.
4. Gathers, organizes and presents information from a variety of sources to the Division Director for the development of divisional policy.
5. Maintains an awareness of corporate policy, contract and regulatory requirements to ensure divisional compliance.
6. Provides programmatic, management information systems and other necessary operational systems orientation and training to divisional personnel.
7. Participates in program planning, contract negotiation, budget revision and modification with divisional, administrative or funding source staff as necessary.
8. Acts as liaison with administrative staff on issues of reporting, monitoring, human resources, and training.
9. Acts as public relations liaison with local businesses, governmental agencies, funding sources and community groups; and corporate representative on committees or boards as directed by Division Director.
10. Reviews and approves staff records, requests and reports in absence or by direction of Division Director.
11. Ensures that all safety rules and procedures are implemented and followed.

SUPERVISORY RESPONSIBILITIES: Manages 3 to 4 subordinate supervisor(s) who supervise a total of 20 to 30 employee(s) in the Branch Offices, special programs units. Is responsible for the overall direction, coordination, and evaluation of at least one of these units. Also may directly supervises 1 to 2 nonsupervisory employee(s). Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS: 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.

EDUCATION and/or EXPERIENCE: Bachelor's degree in a related field and six years of directly related experience; or 10 years of directly related experience; or equivalent combination of education and experience.

COMPUTER SKILLS: Moderate computer skills required for data entry, Word, Excel, and other software programs, as required for the position.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

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

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

CERTIFICATES, LICENSES, REGISTRATIONS: Access to transportation, California driver's license, and minimum auto insurance as required by law. Must maintain a good driving record.

PHYSICAL DEMANDS: The physical demands described here are represented of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 10 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

AT-WILL STATEMENT: Employment at Proteus is employment at will. This means that an employee is free to leave his or her employment at any time, with or without cause or notice, and the Company retains the same right to terminate the employee at any time, with or without cause or notice. Please understand that continued employment cannot be guaranteed for any employee.

This policy of at-will employment may be changed only by a written employment agreement signed by the Chief Executive Officer that expressly changes the policy of at-will employment. Unless the employee's employment is covered by a written employment agreement that specifically provides otherwise, this policy of at-will employment is the sole and entire agreement between the employee and the Company as to the duration of employment and the circumstances under which employment may be terminated.

With the exception of employment at-will, terms and conditions of employment with the Company may be modified at the sole discretion of the Company, with or without cause or notice at any time. No implied contract concerning any employment-related decision or term or condition of employment can be established by any other statement, conduct, policy, or practice. Examples of the types of terms and conditions of employment that are within the sole discretion of the Company include, but are not limited to, the following: promotion; demotion; transfers; hiring decisions; compensation; benefits; qualifications; discipline; layoff or recall; rules; hours and schedules; work assignments; job duties and responsibilities; production standards; subcontracting; reduction, cessation, or expansion of operations; sale, relocation, merger, or consolidation of operations; determinations concerning the use of equipment, methods, or facilities; or any other terms and conditions that the Company may determine to be necessary for the safe, efficient, and economic operation of its business.

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and requirements, which may change from time to time based on business needs. When appropriate, reasonable accommodations that do not create an undue hardship to the Company may be made to enable individuals with disabilities to perform the essential functions of the job.

<p>Employment Range: \$3,727 - \$4,276/Mo. Deadline: September 11th, 2020 Apply: Proteus, Inc. Human Resources Department 1830 N. Dinuba Blvd. Visalia, CA 93291 559 735-3670 phone 559 735-3677 fax Proteusapp@proteusinc.org</p>	<p><u>Must complete application to be considered for the position.</u> Download a Proteus application from www.proteusinc.org. Click on "Careers"; then, "Apply Now." Must have "original signature" on application and Fair Credit Reporting Act form. Applications may be faxed, emailed, mailed, or taken to the Human Resources Department by 5 p.m. on the deadline date. Candidates best qualified for the position will be invited to interview. AA/EOE/At-Will Employer. Proteus will require proof of authorization to work in the U.S. at time of appointment</p>
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