



JOB DESCRIPTION

Director, Public Affairs and Organizational Development (PAOD) – Training and Capacity Enhancement (Exempt)

Reports To: Chief Public Affairs Officer

Salary Range: Level 47
\$116,782 - - \$154,736 - - \$192,690

Job Summary:

This management position is responsible for overseeing all aspects of the PAOD department's Training and Capacity Enhancement efforts, including but not limited to capacity building and training programs, community engagement projects, inclusivity-related initiatives, contract management for initiatives such as hunger, literacy, and financial stability programs, community capacity grants, etc. This involves managing dynamic departmental staff to ensure the department's goals are met efficiently and effectively. Additionally, the Director will prepare summarized written reports detailing the results of the department's activities and outcomes. All of this should be accomplished with an overarching vision of inclusion and sensitivity to the cultural and linguistic diversity of Broward County.

Major Duties and Responsibilities:

Supervise staff and direct the department's work for training and capacity enhancement efforts. Responsible for planning, developing, implementing, coordinating, monitoring, and managing activities related to capacity building, training, inclusion, and prosperity initiatives, as well as hunger mitigation programs, literacy interventions, contract administration, and reporting.

Oversee administrative functions in the development and execution of contracts/consulting agreements between the Children's Services Council of Broward County (CSC) and provider agencies through budget negotiation, review, analysis, contract management, and monitoring. Contract administration includes program services in hunger, literacy and prosperity initiatives, trainer consulting agreements, etc.

Provide technical assistance and training to assigned staff and providers to improve quality of service delivery and the marketing of the multiple CSC programs.

Oversee the research and development of the departmental procurements i.e., Requests for Proposals (RFPs), Requests for Qualifications (RFQs) and

other procurements concerning the promotion of the work and worth of CSC while using best practice methods and the policies and procedures within the solicitation.

Collaborate with external and internal stakeholders and help to educate them on inclusivity matters. This includes articulating the importance of taking a strength-based, community-centered, solutions-focused, and culturally responsive approach to addressing issues stemming from disparities.

Provide backbone support for affinity groups.

Assist in the collaboration and management of special programming/projects (for example HEAL grant, ABCD collaborations with RAP, Interns, CSC Speaker's Bureau, etc.).

Manage the department's annual budget and work with other internal departments to follow administrative processes and procedures. Track and manage departmental budgets and contracts to ensure proper utilization of contract funds. Monitor funding utilization and review reimbursement requests to ensure compliance. Prepare information for Council meetings such as Issue Papers, presentations and other reports, etc.

Manage the capacity building grant processes and resulting contract management. Collaboratively coordinate the expansion of efforts of the Agency Capacity Building Committee (ACB) including outreach, regional conversations, agenda preparation, identifying and obtaining speakers, agency readiness assessments, customized technical assistance, and meeting follow-up & minutes.

Collaboratively work with other community agencies including other Children's Services Councils and the Broward Children's Strategic Plan to coordinate trainings, identify new funding resources, build stronger operating infrastructure and enhance program service delivery for various capacity building child-serving agencies.

Increase the involvement of local colleges and universities in various training initiatives including equity training initiatives for child-serving agencies.

Collaboratively work with the Research, Analysis and Planning department to develop and implement performance measures for the various programs.

Follow federal and state laws, in addition to implementing programs, policies and procedures in accordance with CSC's priorities.

Conduct oneself in a professional manner that is consistent with the best interest of the County's constituents and in support of the CSC's mission statement.

Perform other related duties as assigned.

Experience, Knowledge, Skills and Abilities:

Bachelor's degree in Communications, Political/Social Sciences, Public Administration, or related discipline. Master's degree preferred. A minimum of ten (10) years of progressive experience in government, public relations, children's services or related field, five (5) years of which are at management or supervisory level.

Ability to work collaboratively with others and the ability to respect and accept cultural, ethnic, and other differences of people.

Effective intercultural communication skills and ability to advocate/address issues of inclusion.

Ability to communicate effectively, both orally and in writing.

Knowledge of training, technical assistance, quality improvement, and organizational development.

Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.

Must possess valid driver's license and vehicle insurance or have other means to enable travel locally and non-locally, including getting to work and going to other locations during the day for meetings, etc.

Physical Demands & Working Conditions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

The employee performs work in a normal office setting within a reasonable environment. While performing the duties of this job, the employee may be required to perform local and non-local travel.

New: 8/21

Revised 10/22, 11/22, 12/22, 7/24