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GLEAMNS HUMAN RESOURCES COMMISSION, INC.

JOB DESCRIPTION

Job Title: Facility and Compliance Liaison **Status:** Exempt
Department: Head Start/EHS **Date Approved:** March 2016
Reports To: Head Start Director **Approved By:** _____
Revised: March 2016

PRIMARY PURPOSE or JOB SUMMARY

To coordinate and develop short and long-range plans for the maintenance and/or improvement of Head Start facilities, including new construction, renovation, maintenance, and operations. To oversee program data collection functions and data management processes and systems.

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

1. Plan and coordinate facility needs based on projected changes.
2. Ensure compliance with all regulatory requirements relating to facilities, maintenance, licensing, and operations.
3. Recommend and develop long- and short-range maintenance plans and budgets.
4. Develop standards, procedures, and policies regarding preventative and scheduled center maintenance.
5. Review and assist in developing facility lease agreements.
6. Coordinate with Purchasing Department to arrange for necessary repair work by vendors and center maintenance staff; inspect and review work performed to ensure Program standards are met.

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7. Assist Center Coordinators in developing summer repair orders.
 8. Maintain records concerning work requests, supplies, and other matters; prepare reports as required.
 9. Check inventory of janitorial supplies for each center and approve purchasing of such items.
 10. Develop a system for dealing with emergency repair problems.
 11. Conduct weekly safety and health checks at centers, review disaster plans and emergency drill schedule for compliance. Document and maintain accurate facilities records on each center location.
 12. Participate in the summer planning process and strategic planning sessions.
 13. Participate in the Program's self-assessment process and monitor centers to ensure noted deficiencies are corrected. Analyze and interpret self-assessment results; inform program management staff of non-compliance issues.
 14. Prepare self-assessment findings report for the Head Start Director, governing bodies, and other management staff.
 15. Oversee the compilation of the Program Information Report (PIR), including teaching staff requirements; monitor ChildPlus and center-level files for validating PIR data.
 16. Maintain data management processes and systems; make regular reports regarding data collection and reporting.
 17. Perform other duties as required by management.

ACCOUNTABILITY

For ensuring safety and security of facilities; assisting the Head Start Program Director with the overall compliance of federal, state, local, and agency requirements.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

Bachelor's Degree from an accredited college or university with major coursework in business administration, public administration, management, or a related field. A

Master's Degree is desirable. A combination of education and related experience may be substituted. Three years of experience with demonstrated competence in managing mandates for programs.

Valid South Carolina Driver's License. Must obtain a Commercial Driver's License within 90 days.

EQUIPMENT AND MACHINES

Computer

WORKING CONDITIONS

Sixty percent of time spent in field

Must be able to attend meetings and training sessions after working hours

ADDITIONAL COMMENTS

Must demonstrate excellent oral and written communication skills, organization, planning, management and supervisory skills. Must have knowledge of management principles, budget analysis and child development practices.

Must have ability to communicate with a variety of people, work independently, and maintain strict confidentiality of program data. Must be cooperative and display a positive attitude towards working as a team with other staff members. Must exercise discretion and sound judgment in the performance of assigned duties.

This position assumes a team relationship with other program components and the performance of any other related duties.