

## **Job Narratives**

### **Executive Director**

Five positions including that of the executive director makes up the MCSC staff. The Fiscal Program Officer is responsible for all disbursements made from formula and competitive funds. These are funds that are available to reimburse sub grantees (AmeriCorps programs). The FPO maintains a ledger to oversee these grants and insures that sub grantees are providing the correct match for the formula and competitive dollars. The FPO makes sure that PER (Periodic Expense Reports) are accurate. The Compliance Program Officer is responsible for ensuring that all sub grantees are compliant with AmeriCorps Provisions and other Corporation guidelines. The CPO is responsible for ensuring that each program in the portfolio receives at least one site visit during a program year. Depending on the sub grantees' risk factor rating, the sub grantee may receive several site visits during the year. Influencing risk factor ratings are first-time or new programs, programs with previous or current outstanding findings, or programs with new staff. The Program Development and Training Officer is responsible for ensuring that programs have measurable and achievable performance measures in place. The PDAT Officer checks progress reports on a regular basis to make sure that sub grantees are making progress towards their stated goals. Sub grantees should have internal controls to check their progress toward outputs, outcomes and end outcomes. The PDAT Officer is responsible for ensuring that sub grantees receive the training and technical assistance necessary to accomplish this. The Accountant, which is the one-quarter position is responsible for ensuring that all invoices are processed and submits necessary reports to the Corporation. Basically, this person oversees all funds, tracks the balances, and reconciles the accounts. This person is supervised by DED Administration and not by the Executive Director. The Administrative Assistant is responsible for assisting the Executive Director in coordinating activities between commissioners and the commission staff as well as with any other activities deemed necessary by the Executive Director. The AA is responsible for minutes at all meetings where she is present. The AA codes all invoices and expense reports, and ensures that appropriate staff checks and signs all necessary documents. Detailed tasks can be found on pages 15-17 of this document.

The Executive Director approves time sheets for the Administrative Assistant, FPO, CPO and PDAT Officer. The ED submits a time sheet to the Director of Operations. Electronic time sheets must be completed by each staff member and submitted to the ED. Pay periods are the 1<sup>st</sup> and 15<sup>th</sup> of each month. Human Resources will typically send a friendly reminder to all approval officials in advance of due dates. Please see page \_\_\_\_ for completing time sheets.

The ED is responsibility for meeting with staff on a regular basis. Currently, staff meetings are held bi-weekly.

The ED provides the final signature on all disbursements and/or reimbursements, commonly referred to as "Draw Downs". However, some invoices such as those payable to the Office of Administration (OA) are not reviewed by the ED. These are paid by DED Administration. The Accountant is responsible for providing a report to the ED on

a monthly basis of all withdrawals/draw-downs in order that the ED may maintain a current and accurate ledger.

The ED travels quite frequently. Travel may include attending scheduled and unscheduled meetings sponsored by the Corporation for National & Community Service (CNCS), the American Association of State Service Commissions (ASC), or other related agencies. The executive director is expected to attend all commission quarterly meetings and to occasionally visit sub-grantees. Regardless of the travel, the administrative assistant will make all of the necessary travel arrangements and process the expense reports for the ED upon return.

The ED facilitates the development of strategic plans for both staff and the commission. The strategic plan for the staff is typically completed in August of each year. A one-day retreat is scheduled out of the office where the staff can be in a relaxed and thought provoking environment.

The ED or the PDAT Officer is responsible for the submission of the annual Grantee Progress Report to the Corporation.

## **Administrative Assistant**

The administrative assistant performs technical work involving responsibility for a variety of business management or support service functions, or comparable work involving specialization in a more complex function. An employee in this class performs technical business management or support service duties in the direction of such activities as procurement and supply, fiscal controls, service contracts and related activities.

Work may involve acting as an assistant to an administrative officer of higher rank in an agency with complex administrative activities, with delegated responsibility for a specialized phase of the business management or support service function; or an agency or facility with less complex administrative activities, the employee may be personally responsible for a number of support services.

Work normally requires the exercise of discretion and independent judgment in applying rules and procedures to work problems. Supervision is generally exercised over support service and clerical staff. Duties are usually performed under general supervision within the framework of organizational procedures; however, marked deviations from established policies and procedures are cleared with an administrative superior.

## **Compliance Program Officer**

- Monitors AmeriCorps programs for compliance to federal and state guidelines.
- Monitors AmeriCorps programs performance measurements. The Compliance Program Officer checks data collection when conducting site visits to ensure that program are collecting the data to adequately track performance measure progress.
- Review monthly reimbursements for AmeriCorps members time compliance and monitor WBRs to insure that all reports are complete and on time. AmeriCorps Members time logs should be checked monthly to ensure that they are completing their required hours and are on track to finish their hours on time.
- Provide training and technical assistance to AmeriCorps programs. This is accomplished by answering questions that programs have during the program year and explaining policies and procedures at program director's quarterly meetings. Questions can be answered by referencing the Program Director's handbook, the AmeriCorps Provisions, the Official Grant Agreement, the member's contract, consulting the WBRs help desk or contacting CNCS program officers and/or fiscal program officer.
  - Lenny Teh, CNCS Program officer (202) 606-6628
  - Susan Woo, CNCS Fiscal Program Officer (
  - eGrants Help Desk (888) 677-7849
  - Donna Gedeon (Education Award and Member issues in WBRs)
- Review service agreements and grievance procedures.
- The Compliance Program Officer drafts the contract between the Department of Economic Development/MCSC and the sub-grantee. The CPO should submit the contract to the executive director prior to submitting to DED's administration. This contract is sent out after the award is made.
- The CPO also reviews the program's contract with its Members and grievance policy. The CPO presents the member contract to the executive director for final approval. The Member contract must contain the requirements laid out in the AmeriCorps provisions on pages 320-321 of the 2005-2006 Program Director's handbook.
- Conduct site visits and prepare site visit reports. The CPO must ensure that the executive director reviews the site visit report and its findings after each visit.
- Engage in outreach and marketing of AmeriCorps and service initiatives. The CPO, under the direction of the executive director, partners with the CNCS State Office and Learn & Serve to conduct informational workshops in November/December of each year.
- The CPO may be requested by the executive director to representing the MCSC in meeting with interested applicants to provide information regarding AmeriCorps.

## **Program Training Officer**

- Monitors AmeriCorps programs performance measurements. This is accomplished by making sure that the performance measurements entered into the Excel progress report documents match the performance measurements that were submitted in the application and approved by the MCSC.
- Assesses training needs. This can be done by
  - conducting a formal survey of sub-grantees needs for both Members and Directors.
  - The PTO should communicate closely with the CPO and the FPO to determine if there are any repetitive findings or errors being made by Program Directors. If so, then the PTO should develop a training to meet those needs and to resolve the issues.
- The PTO will coordinate training events and meetings as follows:
  - Informational Workshops
    - Work with the Executive Director and National Service Partners such as the CNCS State Office and Learn & Serve to determine locations and other logistics.
    - Work with all of the above to develop an agenda that meets the needs of all streams of service.
    - Work with all of the above to determine the audience to develop a data base to and send registration information.
    - Develop registration forms and other documents as necessary such as session surveys.
  - Application Workshops
  - Program Director's Meetings
  - Excellence in National Service Training
  - MOSST (Life After AmeriCorps)
  - Show-Me Service Training
  - AmeriCorps Week
  - eGrants Training
  - Reporting Training