

## Director of Jefferson Community Action Programs

Jefferson Parish, Louisiana, is located in the culturally rich New Orleans Metropolitan area with a population of approximately 450,000 residents, is seeking a dynamic Director for Jefferson Community Action Programs to implement innovative strategies in coordinating community outreach events to ensure awareness and access to programs and services. The position requires a highly motivated leader who is willing to supervise the staff, programs, and services of a department with over 200 employees. The Director must collaborate with the Parish Administration, consultants, as well as other governmental agencies and Local, State and Federal public officials. Jefferson Community Action Programs (JeffCAP) is Jefferson Parish's agency dedicated to empowering as many families in Jefferson Parish and surrounding areas, including elderly, disabled, economically disadvantaged, and youth, through our various programs. JeffCAP has an annual operating budget of approximately 17 million dollars and provides support services for children, youth, and families. Programs include Community Services Block Grant, Head Start, Early Head Start, Child, and Adult Care Food Program, Community Development Housing, Low Income Home Energy Assistance Program, Retired Seniors Volunteer Program.

Jefferson Parish Community Action Programs (JeffCAP) is assigned to the Engagement & Community Programs. The Director's duties and responsibilities include but is not limited to the following:

- (1) Cross collaboration of programs to ensure client delivery to the residents of Jefferson Parish and ensure effective service delivery throughout Jefferson Parish;
- (2) Develops, implements, and ensures programs and policies for the effective planning, budgeting, and staffing of JeffCAP programs;
- (3) Develops and reviews contracts, services, leases, and interagency agreements by ensuring that resolutions, contracts, and supporting documents are routed and executed;
- (4) Attends and participates in various meetings; advises Parish President, Chief Operating Officer, Deputy Chief Operating Officer, Chief Administrative Assistant, and Council members regarding Jefferson Community Action Programs matters;
- (5) Administers personnel functions such as: hiring, training, and managing personnel by assigning tasks and projects; monitoring fieldwork, evaluating employee work performance, approving salary increases, administering disciplining actions, promotions, and transfers.

### MISCELLANEOUS INFORMATION

The Parish President shall appoint the Director of Jefferson Community Action Programs with the approval of the Council. The individual selected for this position will be required to report to duty during emergency situations. The position is considered unclassified, limited-tenure, at-will employment. The individual selected for this position will be subject to a background check and will be required to submit a financial disclosure statement annually.

### SALARY RANGE & BENEFITS

Jefferson Parish offers work/life balance, competitive salaries, excellent fringe benefits, paid holidays, and a generous retirement package. The salary range for the position is **\$66,958- \$103,874**. The starting salary will be commensurate with education and experience.

### QUALIFICATION REQUIREMENTS

Preferred Requirements: a bachelor's degree in Business or related field; supplemented by five (5) years of progressive experience and knowledge in federal grant management and compliance, grant writing and managerial experience; or an equivalent combination of education, training, and experience.

The successful candidate shall possess and maintain a valid Louisiana Driver's License or have the ability to secure one within ten (10) working days of hire.

***Interested qualified candidates, please forward resume and salary expectation to:***

**[JPHumanResources@jeffparish.net](mailto:JPHumanResources@jeffparish.net)**  
**Attn: Ms. Nicole C. Thompson, Director**  
**Department of Human Resource Management**  
**1221 Elmwood Park Boulevard, Suite 517**  
**Jefferson, LA 70123**  
**(504)736-6180**

### DEADLINE FOR RECEIPT OF RESUMES TO BE CONSIDERED:

**June 3, 2024**

For additional information about Jefferson Parish, tour the Parish's website at **[www.jeffparish.net](http://www.jeffparish.net)**.

***Jefferson Parish is an Equal Opportunity Employer.***