

COUNTY OF HIDALGO

Community Service Agency

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To: Katy Dooley-Baxter
Texas State Program Director
Corporation for National and Community Service

Ben Alamprese
Texas State Program Officer
Corporation for National and Community Service

From: Jaime Longoria
CSA Executive Director

Date: February 11, 2019

Re: Waiver for part-time RSVP Director

The County of Hidalgo Community Service Agency is submitting a written waiver request to negotiate the employment of a part-time RGV-RSVP Director. This request is for the RSVP Director to remain employed 80% of the time with the RSVP project. Currently, the RSVP Director is employed at 100% of the time with the RSVP project.

In an effort to restructure the Rio Grande Valley Senior Corps Program which is sponsored by the County of Hidalgo and the County of Hidalgo Community Service Agency, we are requesting the RSVP Director become a part-time project director overseeing RSVP at 80% of the time and providing administrative support to the Foster Grandparent Program staff 10% of the time and to the Senior Companion Program staff 10% of the time for a total of 100% time dedicated to the Rio Grande Valley Senior Corps Program.

The RSVP Director has a master's degree in Mid-Management/Administration and is a retired high school principal that brings forty years of programmatic and fiscal experience in leadership, administering federal, state and local grants and overseeing over one-hundred staff members at a time. She has been a successful instructional leader in five school districts within Hidalgo County, the University of Texas-Rio Grande Valley and South Texas College and has implemented grants of over 21 million dollars per year. In addition, she was the founder of the first Early College High School within the La Joya Independent School District. Under her leadership, the school earned a Blue-Ribbon Distinction Award in Washington, D.C., a Silver and Bronze Award at the national level for being a high performing and high progressing high school with underserved-economically disadvantaged students who successfully attained a high school diploma and an associates college degree while in high school.

Currently, the RSVP Director is implementing the RSVP grant with fidelity and is on target with all performance measures and work plans. The overall status of the RSVP Project as stated in the RSVP Progress Report as of August 2018 is on track.

The RSVP Director will have the principal responsibility and financial accountability for the fundamental operations of the Senior Corps Programs for the Community Service Agency in Hidalgo, Willacy and Cameron counties.

The RSVP Director will continue to meet program objectives and oversee the functions and activities of each project. The RSVP Director will participate in activities to coordinate all program resources with those of related local agencies, boards and organizations.

We are confident the RSVP Director will effectively and efficiently provide much needed leadership support to the SCP and FGP project staff without adversely affecting the effectiveness and the quality of the RSVP project in the geographic service area.

The amended RSVP Director's job description is attached for your review.

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HIDALGO COUNTY
COMMUNITY SERVICE AGENCY

RSVP Director

ALL POSITIONS WITH CSA ARE CONTINGENT ON FUNDING ON A YEAR-TO-YEAR BASIS
Employment is contingent on eligibility determined by the results of the National Service Criminal History Check

GENERAL DESCRIPTION

Under the general direction of the Executive Director, the RSVP Director has the principal responsibility and financial accountability for the fundamental operation of the Retired Senior Volunteer Program (RSVP), Foster Grandparent Program (FGP) and the Senior Companion Program (SCP).

Under the supervision of the Manager of Operations of the County of Hidalgo Community Service Agency and the Corporation for National and Community Service (CNCS) program policy guidelines, the RSVP Director has full-time responsibility and autonomy for the development and operation of the RSVP, FGP and SCP projects and it's staff in accordance with guidance from the County of Hidalgo Commissioner's Court, the Community Service Agency's Advisory Board and the Senior Corps Program Advisory and CNCS.

The RSVP Director is the key management leader of the Rio Grande Valley Senior Corps Programs. The RSVP Director is responsible for overseeing the administration, program's strategic plan and financial accountability of the Senior Corps projects, staff and volunteers. Other key duties include generating local funding, marketing and community outreach within the geographic service area.

General Responsibilities:

Board Governance: Work in collaboration with the Administration of the CHCSA, the CSA Advisory Board, the Senior Corps Advisory Council, the Senior Corps Supervisors, the State Program Officer and CNCS in order to fulfill the organization's mission. The RSVP Director is accountable for leading the Senior Corps Program staff in a manner that supports and guides the project's mission and for communicating effectively with all stakeholders and providing, in a timely and accurate manner, all information necessary for the projects to function properly and to make informed decisions.

Financial Performance and Viability: Provides training on the fiscal aspects of the Senior Corps Programs to the Senior Corps Program supervisors, staff, volunteers, the sponsoring agency staff and all departments on IPERIA, National Service Criminal History Checks, Program Operating/Policies & Procedures Handbooks, Code of Federal Regulations, Payment Management System, eGrants and financial reporting for RSVP, FGP and SCP. Develops resources, policies and procedures, incorporates systems and structures with the General Accounting Specialists to ensure the financial health of the Senior Corps Programs. Will train project staff and adhere to all

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procurement principles as outlined by funding requirements, OMB Guidelines, GAAP, County, and/or otherwise. Responsible for the fiscal integrity of the Senior Corps Programs, to include submission to the CSA Executive Director and the Advisory Council of a proposed program budgets and monthly financial statements, which accurately reflect the financial condition of the organization. Responsible for the fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the Senior Corps Programs in a positive financial position. Responsible for fundraising and developing other resources to support the Senior Corps Program's mission.

Organization Operations: Oversees and implements appropriate resources to ensure the operations of the Senior Corps Projects are appropriate. Oversee, support and implement the effective administration of the Hidalgo County Senior Corps Projects (RSVP, FGP and SCP) with fidelity. Responsible for the hiring and retention of competent, qualified project staff and volunteers. Responsible for training, supporting and guiding program supervisors to write grants, create, revise and implement Memorandums of Understanding, volunteer job descriptions, applications, work plans, training documents, handbooks, presentations and pertinent project documents, agreements, and other instruments made and entered into and on behalf of the Senior Corps Projects, Volunteer Stations and Hidalgo County in order to meet compliance with Federal, State and Local guidelines to include CNCS.

Job Responsibilities: Train, guide and support Senior Corps staff and volunteers in the planning and operation of the project's annual budget. Establish employment and administrative policies and procedures for all functions and for day-to-day operation of the Senior Corps Programs. Establish and maintain relationships with various senior organizations and utilize those relationships to strategically enhance the Rio Grande Valley Senior Corps Programs. Serve as the Senior Corps Program's primary spokesperson to the Senior Corps Programs, sponsor, funders, the media and the general public. Report to and work closely with advisory members to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the Senior Corps Programs throughout the geographic service area. Strategically planning, conducting and overseeing the project assessment and analysis report for RSVP, FGP and SCP. Adhere to and administer personnel policies and procedures for staff consistent with those of Hidalgo County. Appraise all Senior Corps Program staff performance in accordance with Hidalgo County's Human Resources personnel policies and procedures. Ensure national service National Service Criminal History (NSCH) checks are completed for all covered staff and volunteers in accordance with CNCS requirements and agency policy. Attend training and conferences conducted or authorized by the sponsor and CNCS.

Certificates, Licenses and Registration

- Must have valid transportation on the job
- Must have proof of a current valid driver's License
- Must have valid auto/driver's liability insurance while employed

Experience and Education:

1. Bachelor’s Degree in related field required; Master’s Degree (preferred)
2. Experience managing federal grants is preferred
3. Transparent and high integrity leadership
4. Experience with senior nonprofit management and experience working with those over 55 years of age and volunteers is essential
5. Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
6. Strong organization abilities including planning, delegating, program development, task facilitation and grant writing
7. Ability to convey a vision of the projects’ strategic future to staff, council members, volunteers and donors and all stakeholders
8. Knowledge of fundraising strategies and donor relations unique to nonprofit sector
9. Skills to collaborate with and motivate volunteers, supervisors and stakeholders
10. Strong written and oral communication skills
11. Ability to interface and engage diverse volunteer and donor groups
12. Demonstrate ability to oversee and collaborate with staff
13. Strong public speaking ability
14. Flexibility, management skills, computer literacy, and personal transportation are requirements
15. Regional, local and out of town travel is a requirement of this position

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. I acknowledge I received a copy of this job description.

Employee’s Signature: _____ Date _____

Supervisor’s Signature: _____ Date _____

The County of Hidalgo Community Service Agency does not discriminate against any employee or applicant for employment because of race, color, gender, age, national origin, disability, military status, or on any other basis prohibited by law.

RSVP Director Date

Executive Director Date