



JOB VACANCY ANNOUNCEMENT

Position Title: Operations Director

Status: Full-Time, Exempt

Starting Salary Range: Grade 17; \$86,840 - \$141,464/year (DOQ)

Location: Detroit Lakes Administrative Office/Hybrid

Benefits Offered Include: Health, Dental, and Life Insurance, retirement, Holidays, PTO, and others, along with mileage reimbursement at the IRS rate.

Position Number: 26-12

Recruitment: Internal/External

Closing Date: October 14, 2026

Primary Position Objectives:

Oversee the creation and maintenance of quality services to meet the needs of our customers and achieve positive program outcomes through planning, implementation, and monitoring of client services.

Required Qualifications:

Bachelor's degree in management, business, human services field. English language proficient. Must work effectively in team-structured environment. Ability to communicate effectively both verbally and in writing. Ability to establish and maintain productive, positive relationships with a wide spectrum of people and groups including agency administration, employees, clients, and external organizations. Ability to apply mission, vision and values to the management of departmental area. Knowledge of human resource management practices. Knowledge of micro/macro-economics, labor market trends, demographics and their impact. Ability to collect, interpret, analyze and report data; conduct research using appropriate research methodologies. Ability to interact and effectively communicate with the public, media and internal and external stakeholders. Ability to write, recommend and evaluate policies, processes and procedures. Computer skills to include word processing, email, and internet. Must pass a criminal background check. Requires a valid driver's license, vehicle insurance, and a reliable vehicle.

Preferred Qualifications:

Two or more years' experience in regional management. At least two years' experience in supervision preferred. Exceptional written, verbal, analytical and interpersonal skills. Knowledge of CareerForce Center Systems. Experience with development of partnerships and initiatives. Persons who are veterans or possess the National Career Readiness Certificate (NCRC) will be given additional consideration.

Essential Functions:

Oversee center-based staff compliance with policy and regulations. Ensure consistent quality services are provided to customers and participants. Monitor service delivery accomplishments against financial, enrollment and demographic objectives. Direct the development of a corrective action plan when performance is not achieved. Approve center-base requests for staff, facilities, and equipment. Provide information and assistance to the management team and staff regarding program operations. Coordinate the delivery of internal training for program operations. Oversee the planning and implementation of special projects or initiatives. Coordinate the Youth Council membership and meeting. Represent the agency at meetings and activities that affect agency operations or by request of the Executive Director. Coordinate operations activities with other departments. Supervise assigned administrative positions.

Application Instructions: Submit an application packet consisting of the Rural Minnesota CEP Application for Employment, resume, and cover letter by **4:30 pm** on the closing date to:

Melissa Kain, Human Resources Manager
Rural Minnesota CEP, Inc.
803 Roosevelt Avenue
Detroit Lakes, MN 56501
melissak@rmcep.com

A Rural Minnesota CEP Application for Employment can be picked up at any RMCEP office or online at www.rmcep.com. To receive an application via mail, email, or fax please call 218-847-0712. Rural Minnesota CEP, Inc. reserves the right to select those who will be interviewed from application information.

**RMCEP is an Equal Opportunity Employer/Program Provider
Upon request, this information will be made available in an alternate form.**

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