

KERN COUNTY CHILDREN AND FAMILIES COMMISSION

Job Description

Position Title: Assistant Director

Appointing Authority: Executive Director

Employment Classification: Exempt

Fundamental Objective: To assist the Executive Director in managing the daily operations of the Commission and supporting its mission to promote, support and improve the early development of children from the prenatal stage to five years of age.

Major Duties and Responsibilities:

Assists in managing, planning and coordinating the activities of the Commission; and is responsible to the Executive Director for the overall conduct and administration of Commission programs and services; implements and enforces policies, procedures and guidelines established by the Commission.

Serves as the second in command to the Commission and acts as the Executive Director in his/her absence as directed; attends Commission and committee meetings as required; represents the Commission and the Executive Director at meetings and conferences as directed.

Supervises trains and evaluates subordinate staff.

Responsible for overseeing the development, implementation, evaluation and periodic revision of the Commission's strategic plan for early childhood development; negotiates and oversees the administration of contracts and consultant services; monitors programs on contract between the Commission and community service providers.

Responsible for overseeing the programs monitoring and evaluate contract program performance against projected performance to ensure that program objectives are met and desired results are being obtained; works closely with the program staff to assist in the evaluation and reporting on programs and services of funded agencies.

Responsible for overseeing the financial planning, reporting, fiscal leveraging and other financial functions of the Commission; works closely with the fiscal staff to assist in financial control systems, the annual budget and financial and operational reporting.

Assists in establishing and maintaining cooperative relationships with community organizations, educational institutions, health care providers, social service agencies and others; makes presentations to the public and associated agencies to communicate program objectives and activities; serves on county-wide committees relative to services targeting children ages 0-5.

Represents the Commission at local, state, regional and national conferences and meetings; participates in professional and other related organizations; prepares and makes presentations to the public and associated agencies to communicate program objectives and activities.

Manages special projects, including conducting strategic community needs assessments and studies, grant/contract writing and review and management of the proposal process; prepares letters, reports and technical documents; does research; collects, tabulates and evaluates information; reviews grant proposals and makes recommendations; performs special studies.

Performs other duties as required.

Minimum Qualifications:

Masters degree in Public Administration, Health Sciences, Early Childhood Development, Social Work, Psychology, Business, or a closely related field; **AND** one year of demonstrated experience managing a public or private non-profit agency, division or major program area, preferably involving the provision of services to children and families;

OR

Bachelors degree from an accredited institution with a major in Social Work, Early Childhood Development, Health Sciences, Public Administration, Business, or a closely related field; **AND** three years of demonstrated experience managing a public or private non-profit agency, division or major program area, preferably involving the provision of services to children and families.

Additional qualifying experience may be substituted for the education requirement on a year for year basis.

Must have a valid California driver's license, acceptable DMV printout, and adequate car insurance coverage.

Special Requirements: Ability to work a flexible work schedule depending on assignments and travel within and outside the County to attend meetings and conferences.

Knowledge of:

California Children and Families Act of 1998 (Proposition 10).

Early childhood development theories and practices; state, county and community political and policy-making processes.

Effective preparation and administration of budgets, grants and contracts.

Group processes and community organizing; techniques to design and implement needs assessments; effective communication techniques and public presentation methods and skills; principles and techniques of statistical methods and procedures.

Ability to:

Exhibit initiative, integrity and sound judgment; coordinate multiple activities; work with minimum supervision; maintain confidentiality; organize work, set priorities, meet critical deadlines and follow up on assignments; understand and follow oral and written instructions.

Supervise, train and evaluate subordinate staff; develop and maintain effective working relationships with Commissioners, staff, stakeholders and the public; utilize highly developed interpersonal skills using tact, patience and courtesy.

Work and communicate effectively and collaboratively with a broad range of agencies, communities and individuals, including officials from the County and other agencies, volunteers, and the general public.

Gather and analyze data; prepare clear, concise and effective reports and recommendations; analyze problems, consider alternatives, project consequences, draw logical conclusions and adopt appropriate solutions.

Understand, interpret and apply pertinent provisions of laws, rules, policies, procedures, legislation and other instructions as it pertains to the operation of the Commission in fulfilling the legislative mandate.

Use a personal computer or other automated equipment and up-to-date software programs; use the Internet and related technology to do research, to exchange information, and to perform other related tasks.

Follow safe work practices as directed and trained.

Health Requirements: Upon employment the Commission may require completion of physical and substance abuse screening.

Salary Range: *Refer to Salary Step Schedule*

To Apply: Please submit your resume to: Executive Director
First 5 Kern
2724 L Street
Bakersfield, CA 93301