

# KERN COUNTY CHILDREN AND FAMILIES COMMISSION

## Job Description

Position Title: Chief Program Officer

Appointing Authority: Executive Director

Employment Classification: Exempt

Fundamental Objective: Under the direction of the Executive Director, to manage the contract and program operations of the Commission and support 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:

Manages and oversees programs to monitor 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 Chief Finance Officer to oversee the evaluation and reporting on programs and services of funded agencies.

Oversees and evaluates contract services regarding quality and cost-effectiveness; visits contract providers to observe their programs and assure compliance with appropriate standards and prepares written recommendations; reviews contract program services; makes recommendations regarding service delivery; monitors; conducts site visits; takes corrective action as necessary; coordinates planning and program evaluation activities for all contract providers.

Manages technical assistance services to contractors and others whose work addresses the goals and objectives in the Strategic Plan; facilitates collaboration of efforts by contractors and stakeholders; assists funded agencies with program development, implementation and evaluation.

Oversees the development, implementation and evaluation of the Commission's strategic plan for early childhood development; conducts county-wide needs assessments as necessary; maintains contract data related to funded programs; assists in the preparation and presentation of the annual audit in compliance with state regulations.

Oversees the development and procurement of programs and services utilizing Request for Proposals, Request for Qualifications, or other procurement tools; evaluates and reports on program and service proposals; assists in the preparation of contracts and other documents; makes contract and grant activity recommendations to the Executive Director.; maintains reports on all contracts and grants for reporting to the Commission.

Serves as staff support to the Commission and attends Commission and committee meetings as required; supervises subordinate staff; represents the Commission and the Executive Director at meetings and conferences as directed; represents the Executive Director in his/her absence as directed; prepares letters, reports and technical documents; does research; collects, tabulates and evaluates information; reviews grant proposals and makes recommendations; performs special studies.

Assists in maintaining cooperative relationships with community organizations, educational institutions, health care providers, childcare 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.

Obtains, interprets and implements changes in state, federal, and local laws, regulations, policies and directives; assists in development and administration of the Commission's budget.

Supervises, trains and evaluates subordinate staff.

Performs other duties as assigned.

Minimum Qualifications:

Masters Degree from an accredited college or university in Social Work, Early Childhood Development, Health Sciences, Public Administration, Business, or a closely related field and 3 years of experience performing tasks involving program administration, program evaluation and reporting systems, or closely related work. Substantial subject matter knowledge demonstrated by experience in program management, in addition to a Bachelors degree, may be substituted for the Masters degree.

Special Requirements:

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

Knowledge of:

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

Program evaluation and reporting; needs assessment methodology; program management; preparation and administration of grants and contracts.

Principles and practices of public administration; principles and practices of supervision and training.

Effective statistical, analytical and research methodology and practice; effective communication and public presentation methods and skills; effective technical and business writing.

State, county and community political and policy-making processes.

Early childhood development theories and practices.

Ability To:

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.

Communicate effectively; meet and deal tactfully with the public and others; develop and maintain effective working relationships; supervise and train subordinates.

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.

Understand, interpret and apply pertinent provisions of laws, rules, policies, procedures, legislation and other instructions.

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.

Supervise, train and evaluate subordinate staff.

Follow safe work practices as directed and trained.

Health Requirements:

Completion of physical and substance abuse screening may be required by the Commission upon employment.

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