

# KERN COUNTY CHILDREN AND FAMILIES COMMISSION

## Job Description

Position Title: Executive Director

Appointing Authority: Kern County Children and Families Commission

Employment Classification: Exempt

Fundamental Objective: The Kern County Children and Families Commission is established as a local public agency in accordance with Government Code Section 53051. Under the direction of the Kern County Children and Families Commission, the Executive Director serves as the chief operating officer of the agency and as the Administrative Officer of the Commission. The Executive Director provides management-level support to the Commission in 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, plans and coordinates the activities of the Kern County Children and Families Commission and is responsible for the overall conduct and administration of Commission programs and services; implements and enforces all policies, procedures and guidelines established by the Commission.

Guides and assists in the development, implementation, evaluation and periodic revision of the Commission's strategic plan for early childhood development.

Serves as lead staff support to the Commission and attends Commission, committee and other meetings, as appropriate.

Establishes and maintains cooperative relationships with community organizations, government agencies, educational institutions, health care providers, childcare providers, and social service agencies at the local, regional, state and national levels.

Ensures Commission compliance with state, federal, and local policies, regulations and directives, including ensuring compliance with the open meeting requirements of the Brown Act.

Develops and administers the Commission's annual budget and prepares financial reports. Oversees the preparation and presentation of the annual audit in compliance with state regulations.

Hires, trains, supervises, evaluates, disciplines and terminates subordinate staff, as necessary.

Negotiates and oversees the administration of contracts and consultant services; monitors programs on contract between the Commission and community service providers.

Reviews grant proposals and makes recommendations; provides liaison between Board of Supervisors, County Administrative Officer, the Commission and providers of services; evaluates effectiveness of existing services.

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.

Administers special projects, including conducting strategic community needs assessments and studies, grant/contract writing and review and management of the proposal process.

Performs other duties as required.

Minimum Qualifications:

Masters degree in Social Work, Psychology, Early Childhood Development, Health Sciences, Public Administration, Business, or a closely related field; **AND** three years of demonstrated experience developing and managing an agency, division or major program, 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** five years of demonstrated experience developing and managing a social service agency, division, or major program, involving the provision of services to children and families.

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), and other state laws and local ordinances related to the operation and management of the Kern County Children and Families Commission.

Early childhood development theories and practices; state, county and community political and

policy-making processes.

Effective preparation and administration of budgets, grants and contracts. Governmental budgeting, accounting, finance and reporting.

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:

Work 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.

Exhibit highly developed interpersonal skills using tact, patience and courtesy.

Work independently; communicate effectively with individuals or groups.

Exhibit strong initiative, integrity, sound judgment and a high degree of maturity.

Analyze problems, consider alternatives, project consequences and adopt appropriate solutions.

Understand and interpret and apply pertinent provisions of laws and rules.

Gather and analyze data and prepare effective reports and recommendations.

Follow safe work practices as directed and trained.

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

Compensation Package: To be negotiated.