

FIRST 5 KERN
KERN COUNTY CHILDREN AND FAMILIES COMMISSION

Job Description

Position Title: Program Officer

Appointing Authority: Executive Director

Employment Classification: Exempt

Fundamental Objective: Under direction the Program Officer provides professional level support to the Executive Director and 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.

Distinguishing Characteristics: This is the journey level in the two-level Program Officer classification series. Positions in this class perform responsible and complex assignments in all phases of the Division's work. This position is distinguished from the Senior Program Officer position in that the Program Officer performs tasks with a higher degree of oversight, and rarely supervises other employees. Promotion to Senior Program Officer may be considered on a merit basis, subject to approval by the Executive Director and with appropriate budgetary authority.

Major Duties and Responsibilities:

Monitors, reviews, evaluates and reports on the programs and services of funded agencies, working closely with the Finance Officer; reviews contract programs and services; makes recommendations regarding service delivery; monitors contract program performance against projected performance to ensure that program objectives are met; conducts site visits; recommends corrective action if necessary.

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

Assists in the development, implementation and evaluation of the Commission's strategic plan for early childhood development; assists in the preparation and presentation of the annual audit in compliance with state regulations.

Assists in 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.

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; 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; prepares and makes presentations to the public and associated agencies to communicate program objectives and activities.

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

Performs other duties as assigned.

Minimum Qualifications:

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. A Masters degree is desirable.

Two years of paid professional experience working in a social service agency, division or major program area, preferably involving the provision of services to children and families.

Must have a valid California driver's license, acceptable DMV printout and adequate auto 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 local implementing legislation.

Effective research and analytical techniques and practices; technical and business writing; preparation and administration of budgets, grants and contracts; state, county and community political and policy-making processes.

Early childhood development theories and practices.

Program administration, evaluation and reporting; needs assessment methodology; effective communication and public presentation methods and skills; principles and practices of public administration; statistical methodology and analysis.

Ability To:

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

Communicate effectively with individuals and groups. Work effectively and collaboratively with a broad range of agencies, communities and individuals, including officials from service providers and other agencies, volunteers, and the general public.

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

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.

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

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

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