

FIRST 5 KERN
KERN COUNTY CHILDREN AND FAMILIES COMMISSION

Job Description

Position Title: Program Specialist

Appointing Authority: Executive Director

Employment Classification: Non-exempt

Fundamental Objective: Under direction the Program Specialist 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.

Major Duties and Responsibilities:

Oversees the development and implementation of program specific special projects. Supervises personnel involved in the development and implementation of special projects.

Develops and implements plans to analyze, evaluate and enhance the public's understanding of the Commission's purpose, goals and objectives. Recommend methods of engaging the community in the Commission's mission.

Plans and conducts complex technical studies and analyses that includes research, collection, tabulation and evaluation of information; develops reports and recommendations for action based on research and analysis; prepares written documentation, reports, studies, graphs and press releases.

Manages and updates the Commission website and other public information marketing materials.

Provides technical assistance 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; develops materials and coordinates training of community partners in Commission programs

Assists in the development, implementation and evaluation of the Commission's strategic plan for early childhood development; assists in the development and procurement of programs and services; 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; represents the Commission and the Executive Director at meetings and conferences as directed.

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 Communications, Public Relations, Social Work, Early Childhood Development, Health Sciences, Public Administration, Business Administration, or a closely related field.

Experience as a Program Specialist, Program Officer, or other similar position with a local Proposition 10 commission may substitute for the college requirement on a year-for-year basis, up to two years.

One year of relevant professional experience working in a public agency or non-profit corporation, preferably 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 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 administration, evaluation and reporting; public relations; effective communication and public presentation methods and technology; principles and practice of public administration; state, county and community political and policy-making processes.

Effective research and analytical practices; statistical methodology and analysis; technical and business writing; preparation and administration of budgets, grants and contracts.

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, to exchange information, to update on-line websites and to 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

Approved 07/11/01
Revised 04/03/02
Revised 03/06/2004
Revised 10/01/2005
Revised 9/20/2006
Revised 7/5/2007
Revised 6/4/2008