

**FIRST 5 KERN  
KERN COUNTY CHILDREN AND FAMILIES COMMISSION**

**Job Description**

Position Title: Research Assistant

Appointing Authority: Executive Director

Employment Classification: Exempt

Fundamental Objective: Under direction the Research Assistant 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:

Provides administrative and clerical support to the evaluation team.

Assists in gathering, compiling, and analyzing research data and, as assigned, makes special surveys and investigations; prepares questionnaires and assemble and assists in the preliminary interpretation of field data, devise coding manuals and assists in the development of tabulation procedures.

Prepares data for presentation in graphic, tabular, pictorial, and written form; makes preliminary analyses of laws, procedures, and other subjects; writes analytical reports and descriptive, non technical summaries.

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; prepares letters, reports and technical documents.

Performs other duties as assigned.

Minimum Qualifications:

Two years of college work in an accredited institution with a major or emphasis in Social Sciences, Economics, Mathematics, Statistics, Public or Business Administration.

Experience as a Research Assistant, or other similar position may substitute for the college requirement.

One year of paid professional experience with progressively responsible technical research or statistical experience including the interpretation and graphic presentation of data.

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.

Working knowledge of research techniques and the methods of preparation of research reports; statistical principles and procedures, including methods of frequency series, data, simple correlation methods, sampling techniques, and construction of index numbers.

Ability To:

Ability to assist in preparation of questionnaires, gathering and analyzing research data, and in compiling data for reports and summaries in tabular, graphic, and pictorial form; prepare clear and concise reports.

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; plan and organize complex 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 XX/XX/XX