KERN COUNTY CHILDREN AND FAMILIES COMMISSION

Job Description

<table>
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<tr>
<th>Position Title: Evaluation and Program Director</th>
<th>FSLA Status: Full Time, Exempt</th>
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<td>Reports To: Executive Director</td>
<td>Salary: See Salary Schedule</td>
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*Starting salaries typically fall in the lower half of the salary range; however, they are ultimately determined by the scope of the position, the candidate’s relevant experience, and internal equity.*

**Background:**

At First 5 Kern, our vision is that one day all Kern County Children will be born into and thrive in supportive, safe, loving homes and neighborhoods and will enter school healthy and ready to learn. We have built a strong reputation as an expert and advocate for children, prenatal to 5 years old, and their families. Working in partnership with the programs that receive First 5 Kern funds and local community partners, the lives of thousands of Kern County Children and families have been positively impacted.

Established through a tax on tobacco products, First 5 Kern is part of a statewide voter initiative established under the California Children and Families Act of 1998 (Proposition 10). Our mission is to strengthen and support the children of Kern County 0 to 5 years old and their families. We accomplish this by empowering providers by integrating Services with an emphasis on Health and Wellness, Parent Education and Support Services, and Early Child Care and Education.

**Benefits:**

We offer a comprehensive benefits package that includes but is not limited to Medical, Dental, & Vision Coverage, Employer Paid & Voluntary Life & AD&D Insurance, Long-Term Disability Insurance, Retirement Plans, and more. We also offer generous paid time off and 12 paid holidays per year.

**Position Description:**

The Evaluation and Program Director is a key member of the First 5 Kern Leadership Team (along with the Executive Director and Finance Director), reporting to the Executive Director. Collaborating to align programmatic and evaluation work with the organization’s vision and goals. They develop program plans that include measurable outcome indicators and position the agency for sustained excellence. The Evaluation and Program Director is responsible for leading and coordinating the establishment and cyclical implementation of external evaluation of early childhood components of local initiatives and funding sources. This position serves as a member of the executive leadership team and an active participant in making strategic decisions affecting First 5 Kern.
Essential Duties and Responsibilities:

- Responsible for managing the program and evaluation team, providing leadership and direction to ensure that the team performs at a high level. This includes recruiting and training team members, setting performance targets, and providing feedback and coaching to ensure that team members meet or exceed expectations.

- Designs, conducts, and/or oversees all agency evaluation projects. This includes facilitating community participation, developing and implementing evaluation plans, designing data collection instruments, overseeing data collection, conducting data analysis, writing evaluation reports, and effectively communicating evaluation results to stakeholders.

- Negotiates and procures professional contracts as needed and monitors to ensure successful and effective completion of work tasks.

- Provides leadership in the agency and within the division to support continuous learning and improvement, agency growth, and change management, including bi-directional communication.

- Recommends program or service delivery changes and/or changes in business practices and data collection in collaboration with internal staff and external partners to ensure evaluation projects are designed and carried out appropriately and effectively.

- Develops and provides training and technical assistance to build the capacity of other First 5 Kern staff and partners, contracts, and grantees to engage in data collection and reporting, evaluation activities, and results/based accountability.

- Develops and maintains relationships with community partners, stakeholders, and government agencies as needed to carry out evaluation plans. Ensures that evaluation plans are aligned with community needs and priorities and that evaluation efforts are effectively communicated to relevant stakeholders.

- Participates in agency strategic planning process, with a focus on needs assessment (internal and external) and development of recommendations based on evaluation data.

- Completion of the First 5 California state report and other reports as assigned.

- Oversee current and upcoming grant opportunities. Coordinate with Executive Director and Finance Director to create contracts and grant agreements.

- Oversee coordinated efforts (communities of practice) with First 5 CA state and regional, community-based organizations, county public agencies, the medical community, and other organizations to address issues affecting children and families.

- Provides direction and gains compliance; takes responsibility for direct reports’ activities; makes self-available to direct reports; strong influencing and relationship skills.

- Define and creatively address problems or management challenges requiring analysis of multiple variables or situations, collect and analyze information, consider alternatives, and
draw valid conclusions.

**Desired Minimum Qualifications:**

- Master's Degree in Social Work, Early Childhood Development, Health Sciences, Public Administration, Business, or a closely related field. Substantial subject matter knowledge demonstrated by experience in program management, in addition to a Bachelor's degree, may be substituted for the Master's degree.

- Six years of management experience in program administration, evaluation and reporting. Preparation and administration of budgets, grants and contracts.

**Knowledge, Skills & Abilities:**

- Provide leadership and effectively organize, coordinate, and supervise professional and administrative staff.

- Knowledge of principles and practices in the field of early childhood and systems of care.

- Support change management, effective agency structures, communication, and culture.

- Knowledge of principles of the use of data for continuous improvement and decision-making.

- Effective statistical, analytical and research methodology and practice.

- Communicate effectively orally and in writing to staff, the Commission and the public.

- Knowledge of administrative and office procedures and systems such as Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), managing files and records, and designing forms.

- Knowledge of managing/monitoring contractors and/or vendors, inclusive of developing scopes of work.

- Ability to promote teamwork and program integration within and across program strategies.

- Establish and maintain effective working relationships with staff throughout the organization.

- Work collaboratively with community agencies and stakeholders.

- Demonstrate cultural awareness and sensitivity in a variety of contexts.

- Demonstrated commitment to issues of equity, diversity, and cultural competence in early childhood system building.

- Read, analyze, and interpret common professional publications, legislative or policy documents, financial reports, and related business documents and information.

- Facilitate groups and manage meetings effectively.
• Gather and analyze data; prepare clear, concise, and effective reports and recommendations; analyze complex problems, consider alternatives and project consequences, and adopt appropriate solutions.

• Exhibit initiative, integrity, and sound judgment.

• Mission-driven with a demonstrated passion for First 5 Kern’s work to strengthen and improve child outcomes.

• Follow safe work practices as directed and trained.

• Knowledge of principles and practices of results-based accountability with an ability to provide insights and draw conclusions from evaluation data and other learnings.

• Able to maintain confidentiality and work with sensitive information.

Work Environment:

• Some travel, primarily within the County and State to attend various meetings and seminars.

• Requires working some evenings and weekends.

• Work is sometimes physical, requiring setting up meetings, lifting or carrying cumbersome materials of up to 25 pounds (e.g., easels, flip charts, refreshments, brochures, etc.).

• Possession of a valid California driver's license, acceptable DMV printout and adequate auto insurance coverage.

EOE Statement:

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.” First 5 Kern County strongly encourages women, people of color, LGBTQIA+ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.