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” (First 5 Kern) is established as a local public agency in accordance with Government Code Section 53051. Under the direction of the Commission, the Executive Director serves as the chief operating officer of the agency and 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:

- Executes, implements, and coordinates the activities, programs, and services of the Commission; 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 annual strategic plan for early childhood development in compliance with state requirements.

- Serves as lead staff support to the Commission and attends First 5 California, First 5 Association, Commission, and other meetings as appropriate.

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

- Ensures Commission compliance with federal, state, 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; evaluates effectiveness of existing services.

• Represents the Commission at national, state, regional, and local conferences and meetings; 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:**

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

  **OR**

- Bachelor’s 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** seven years of demonstrated experience developing and managing a social service agency, division, or major program involving the provision of services to children and families.

- 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 with an emphasis on 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 with funded partners to provide technical assistance in a professional and responsive manner; build and sustain effective professional relationships with the Commission and community members.

• Demonstrate effective interpersonal communication skills, ability to work effectively in a team environment; possess strong problem solving and analytical skills, ability to adapt to new conditions and meet deadlines.

• Exhibit strong initiative, integrity, sound judgment, independence, high degree of maturity, and the ability to work well under pressure.

• Supervise a committed team of agency employees, fostering teamwork to achieve a high level of communication and productivity; possess strong organizational and time management skills.

• Foster collaborative relationships and partnerships, exhibit consensus building skills, display cultural competencies, foster a commitment to social justice and racial equity issues; ability to research information, analyze data and prepare concise and relevant reports and recommendations.

**Health Requirements:**

• Upon employment, the Commission may require completion of a physical and substance abuse screening.

**Compensation Package:**

• To be negotiated.

*Revised 10/4/2000
Revised 4/26/2007
Revised 2/3/2010
Revised 3/2/2022*