KERN COUNTY CHILDREN AND FAMILIES COMMISSION

Job Description

<table>
<thead>
<tr>
<th>Position Title: Program Manager</th>
<th>FSLA Status: Full Time, Exempt</th>
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<tbody>
<tr>
<td>Reports To: Evaluation and Program Director</td>
<td>Salary: See Salary Schedule</td>
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</table>

*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 Program Manager, under the direction of the Evaluation and Program Director, is part of a collaborative team responsible for planning and implementing the Commission’s strategic priorities. The Program Manager position involves monitoring and evaluating programs and services of funded agencies, providing technical assistance, assisting in the development and implementation of the Commission’s strategic plan, and maintaining cooperative relationships with community organizations. The role also includes serving as staff support to the Commission, attending meetings, conducting research, and making presentations.
Essential Duties and Responsibilities:

Program Support:

- Provides guidance and problem-solving support to ensure funded programs success.
- Provides technical assistance to grantees and other stakeholders whose work addresses the goals and objectives of the Strategic Plan.
- Intentionally collaborate with other program staff to ensure a cohesive framework for training and support of funded programs.
- Collaborate, support, and plan, in coordination with other program staff, interdisciplinary training opportunities for partners working in the early childhood development sector.
- Monitors, reviews, evaluates and reports on the programs and services of funded agencies, working closely with the Finance Officer.
- Monitors contract program performance against projected performance to ensure that program objectives are met.
- Conducts site visits. Identify gaps in service and recommend corrective action if necessary.
- Assists funded agencies with program development, implementation, and evaluation.
- Assists in the development and procurement of programs and services utilizing Request for Proposals, Requests for Qualifications, or other procurement tools.
- Serves as staff support to the Commission and attends Commission and committee meetings as required.
- Prepares letters, reports, and technical documents.
- Conducts research, collects, tabulates, and evaluates information, reviews grant proposals and makes recommendations.
- Obtains, interprets, and implements changes in state, federal, and local laws, regulations, policies, and directives.
- Performs special studies and other duties as assigned.

Community Partnership and Initiatives:

- Participate in and/or lead coordinated efforts (communities of practice) with community-based organizations, county public agencies, medical community and other organizations to address issues affecting child development. Facilitates collaboration of efforts by contractors and stakeholders.
- Assists in the development, implementation, and evaluation of the Commission’s strategic plan for early childhood development.
• Prepare background materials, gather informational resources, identify and engage individual experts and develop proposed action strategies to frame and advance the Commission’s work on key trends and emerging issues for the early childhood sector.

• Represent First 5 Kern as required to promote the achievement of the organization’s mission and goals.

• Develop and maintain relationships with community partners, stakeholders, and government agencies as needed to carry out evaluation plans.

• Collaborate with staff to support current and upcoming grant opportunities. Help create contracts and grant agreements.

• Represents the Commission at meetings, trainings, and conferences as directed.

• Prepares and makes presentations to the public and associated agencies to communicate program objectives and activities.

**Desired Minimum Qualifications:**

• A bachelor’s degree in health and human services, public health, public policy, public administration, social work, early childhood, or related field. Experience in a similar position with a local Children and Families Commission may substitute for the college requirement year-for-year.

• Four 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 OR four years of experience as a Program Officer or other similar position with a local Children and Families Commission.

• Experience in program administration, evaluation and reporting. Preparation and administration of budgets, grants and contracts.

**Knowledge, Skills & Abilities:**

• Supports change management, effective agency structures, communication, and culture.

• Effective research and analytical techniques and practices.

• 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.

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

• Work collaboratively with community agencies and stakeholders.

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

• Communicating with people outside the organization, representing the organization to funded programs, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.

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

• Exhibit initiative, integrity, and sound judgment; coordinate multiple activities; work with minimum supervision; organize work, set priorities, meet critical deadlines and follow up on assignments; understand and follow oral and written instructions.

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

• Follow safe work practices as directed and trained.

• 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.

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

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

• Bilingual English/Spanish is desirable.

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 for 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.