

COLUSA COUNTY OFFICE OF EDUCATION

CATEGORY: ADMINISTRATIVE

CLASSIFICATION: CLASSIFIED

JOB TITLE: FIRST 5 COLUSA DIRECTOR

BASIC FUNCTION:

Under the direction of the First 5 Colusa Commission and the County Superintendent, the Director is responsible for management level support for the Commission, and the Commission's grantees; State required evaluations and reports; supervision of First 5 Colusa staff; and development of collaborative relationships with county agencies and groups, as well as the State network of First 5 Commissions.

REPRESENTATIVE DUTIES:

Inform the Commission of the condition of programs and factors influencing them. *E*

Provide leadership for achievement of the Commission's mission, goals, and strategies. *E*

Build sustainable collaborations and participate as a member in community and statewide associations. *E*

Foster innovative programming and best practices in early childhood development. *E*

Monitor contracts programmatically and fiscally. *E*

Prepare evaluation data and reports, and present in the appropriate format to the Commission and the State. *E*

Monitor program expenditures. *E*

Ensure that all funds, physical assets, and other property are safeguarded and administered appropriately. *E*

Provide clear fiscal reports to the Commission on all operating and grant funds. *E*

Arrange and conduct public meetings. *E*

Analyze administrative issues and develop solutions. *E*

Evaluate funding applications. *E*

Assist grantees with program issues. *E*

Prepare written materials for Commission and general public use. *E*

Articulate the Commission's mission to the public. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Rules, regulations, and program operation requirements of First Five California
Rules and regulations for operation of First 5 Colusa County
Child development philosophies and strategies
Confidentiality requirements

Effective communication skills
Budget and fiscal practices and requirements
Community agencies and groups
Family and child development
Leadership and management strategies and techniques

ABILITY TO:

Provide leadership in a collaborative environment
Communicate effectively both orally and in writing
Communicate with tact, patience and courtesy
Establish and maintain cooperative and effective working relationships with others
Share information about best practices in child development
Meet multiple deadlines and work under pressure
Work as an effective team member
Maintain confidentiality
Operate a computer to complete reports and maintain data
Lift and carry objects weighing up to 40 pounds
Operate a variety of office equipment to perform duties
Operate a vehicle to conduct work

EDUCATION AND EXPERIENCE:

-Bachelor or Associate degree in social work, psychology, early childhood education, health sciences, public or business administration, or closely related field from an accredited college or university.
-At least three (3) years of responsible managerial experience in an educational, health or social service agency, preferably involving the provision of services to children and families.
-First 5 experience is desirable, however, other experiences sufficient to accomplish the goals of the First 5 Colusa Commission, including program management, fiscal oversight, and program evaluation, will be considered.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license, a reliable vehicle, and current insurance

WORKING CONDITIONS:

ENVIRONMENT:

Office
Constant interruptions

PHYSICAL ABILITIES:

Hearing and speaking to exchange information and make presentations
Hearing and speaking to exchange information in person or on the telephone
Seeing to read and prepare a variety of document and reports
Sitting or standing for extended periods of time
Dexterity of hands and fingers to operate a computer keyboard and standard office equipment
Reaching overhead, above the shoulders and horizontally to retrieve and store materials
Bending at waist, kneeling and squatting
Lifting, pushing, pulling and carrying objects weighing up to 40 pounds
Driving a vehicle to conduct work

HAZARDS:

Potential for contact with blood-borne pathogens and communicable diseases

Employee Group: Management - Classified

FLSA Status: Exempt

Salary Schedule: 315

Approval Date: June 2012