

## CLASS SPECIFICATION

Yuba County

July 2005

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**CLASS TITLE:** First 5 Yuba Commission Executive Director

**FLSA STATUS:** Exempt

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### **JOB SUMMARY:**

The Executive Director is responsible for planning, developing, organizing, coordinating and implementing efforts in Yuba County to provide all children prenatal to five years of age with a comprehensive, integrated system of early childhood development services in accordance with the provisions of the California and Families First Act of 1998. The Executive Director is responsible for promoting the vision of the First 5 Yuba Commission by ensuring "all Yuba County children age prenatal through five years old will thrive in supportive, nurturing, and loving environments, enter school healthy, and will become productive, well-adjusted members of society." The Executive Director serves at the will of the Commission and the County.

### **CLASS CHARACTERISTICS:**

This management class has programmatic responsibility for Yuba County's First 5 Commission, including supervising administrative support staff. Responsibilities also include a variety of complex analytical and support activities, including policy and procedure development and implementation of programs and activities to meet the Commission's missions and goals. In addition, the Executive Director serves on a variety of committees, task forces and teams as the Commission's representative. The Executive Director must demonstrate a professional demeanor and maintain a high standard of integrity at all times.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Provides operational support for the First 5 Yuba Commission, including planning, chairing and setting agendas for Commission meetings; overseeing management and supervision of Commission office and staff; developing and carrying out plans for training; technical assistance and consultation to Commission members and committees; and promoting timely and effective communications between the Commission, the Executive Director and other staff.
- With direction from the Commission, manages the process of developing and approving updates to the Commission's strategic plan, as needed.
- Develops operational goals and plans for carrying out decisions of the Commission, manages operations to implement these plans, and regularly communicates status information to the Commission.
- Works with Commission and Committee Chairpersons to plan, and otherwise support, meetings of the Commission and its various committees.
- Provides clear and concise information, options and recommendations to assist the Commission with understanding issues and decision-making.
- Selects, hires, supervises, evaluates and promotes the professional development of administrative staff.
- Promotes a positive work environment and teamwork among the Commission's staff.

- Incorporates cultural competence—the ability to work effectively with people of diverse ethnic, linguistic and cultural backgrounds—into Commission activities and projects.
- Represents the Commission in discussions and negotiations involving contracts with public and private agencies and community groups and organizations.
- Facilitates information sharing and networking between the Commission, the general public, and with consumers and providers of early childhood development services.
- Responsible for the development of publications, media presentations and outreach materials that promote optimal early childhood development and maintain a high level of visibility for the work of the Commission.
- Promotes the engagement of community members and groups in Commission activities.
- Promotes collaboration and integration of services through coordinated planning, service delivery, information sharing, and other initiatives to provide services to children prenatal through five years of age.
- Builds positive relationships with constituencies within the community, such as parents, businesses, educators, service providers and others to encourage widespread active involvement in early childhood health and development initiatives.
- Facilitates research and development activities specified in the California Children and Families First Act of 1998, utilizing local expertise to review, assess and interpret pertinent research, promising practices, and programs with demonstrated successful outcomes.
- Works with the Commission to develop an annual budget and administer the budget according to established guidelines.
- In coordination with the Commission, develops a documented process and timetable for making funding decisions on programs and services outlined in the Strategic Plan.
- Assists the Commission with carrying out the fund allocation process through issuing Requests for Application (RFAs), coordinating the provision of information and technical assistance to potential bidders; receiving and managing proposals and applications; coordinating the proposal review process; and, otherwise supporting the funding process.
- Ensures that contracts complying with legal requirements are established with each agency or organization that is awarded funding by the Commission and monitors contract performance to verify that each contractor is fully complying with the terms of the contract agreement.
- Evaluates and measures the outcomes being achieved for young children and families from individual contracts and Commission-sponsored initiatives based on reliable indicators of performance outcomes.
- Investigates, identifies and makes the Commission aware of opportunities to blend or leverage funds in order to maximize the amount of funding available to the Commission for uses that are included in the Strategic Plan.
- As requested by the Commission, represents First 5 Yuba at county and statewide meetings, forums and hearings; providing vision, presence and leadership.
- Ensures that all state statutes and local ordinances are complied with; including, but not limited to, an annual audit, annual report, and reports required by funding sources as a condition of receiving funds.
- Ensures that all meetings involving a quorum of the Commission are publicly noticed and conform to the requirements of the Ralph M. Brown Act.
- Tracks changes in state and local laws and regulations affecting the Commission and works with the Commission to ensure that all applicable laws and guidelines are fully complied with.

- Ensures that accurate records regarding revenue, expenditures, and fund balances are maintained and maintains proper fiscal oversight for all Commission expenditures.
- Performs other duties as assigned and necessary to further the Commission's goals.

**Important:**

- Uses standard office equipment, including a computer, in the course of the work.
- Drives a personal or County motor vehicle to attend regularly scheduled meetings.
- Ability to work a flexible work schedule depending on assignments and travel within and outside the county to attend meetings and conferences.
- Willingness and ability to work in various cultural, physical, behavioral and environmental settings.

**QUALIFICATIONS:**

**Knowledge of:**

- Demographics and characteristics of Yuba County, or experience working in a similar rural county.
- Building and sustaining effective interpersonal relationships with Commission members, staff, service providers, educators, government officials, community members, and media representatives.
- Fundamental purpose of early childhood development programs.
- Methods and techniques of developing and disseminating educational information about the Yuba First 5 Commission through an effective public relations campaign strategy.
- General principles of fund accounting, budgetary and fiscal control, record keeping and reporting.
- General principles of needs assessment, strategic planning, and outcome management using results-based evaluation methods.
- Procedures for grant writing, contract monitoring, and program auditing.
- General principles of consensus building, management, training and supervision.
- General principles of project and time management.
- Effective interaction with people from diverse socio-economic, ethnic and cultural backgrounds.
- State, county and community political and policy-making processes.
- Personal computer word processing, spreadsheet and Internet software.
- Correct business English, including spelling, grammar and punctuation.

**Skill In:**

- Working with governing boards and the ability to work in an environment of ambiguity with multiple priorities and diverse personalities.
- Organization, particularly in the area of project planning and management.
- Verbal and written communications, including public speaking, listening and the ability to clearly articulate vision and strategy.
- Arranging and efficiently conducting public hearings.
- Problem-solving with an open-minded, flexible approach which enables multiple (and sometimes unconventional) options to be considered.
- Data analysis and preparation of concise and accurate reports and recommendations.
- Attention to detail and follow through on all commitments.
- Instilling confidence in others with a professional, yet accessible demeanor.

**Physical Demands:**

Mobility to work in a standard office environment, use standard office equipment and attend off-site meetings; manual dexterity to use standard office equipment and supplies and to manipulate single sheets of paper and large document holders (binders, manuals, etc.); vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Licensing and Certification:**

- Possess a valid California Class C driver's license.

**Education and Experience:**

**Minimum:** Equivalent to a Bachelor's degree from an accredited college or university in education, early childhood development, psychology, sociology, social work, business administration, communications or a related field AND at least five (5) years demonstrated experience developing and managing an early childhood development, health or social services agency, division, or major program area, preferably involving the provision of services to children and families.

**Preferred:** In addition to the minimum, a Master's level degree in a related field as defined above, and additional relevant experience as defined above.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.**