

JOB DESCRIPTION
May 2019

Placer County Office of Education
360 Nevada Street
Auburn, CA 95603

ASSOCIATE MANAGER – FIRST 5 PLACER

General Purpose:

This Associate Manager – First 5 Placer is responsible to the County Superintendent and works under the direct supervision of the Executive Director of the First 5 Commission. The Associate Manager – First 5 Placer assists with oversight, coordination and implementation and reporting of First 5 Commission's collective impact efforts. These efforts occur in partnership with non-profits, schools, governmental entities, faith based communities and others to address areas of particular concern in Placer County: Child Abuse and Neglect, Improved Reading Levels, Maternal and Child Health and Oral Health.

The Associate Manager – First 5 Placer will also oversee the Road to Resilience project. The purpose of the project is to identify and serve the following population: pregnant women with histories of substance abuse, pregnant women with current substance use, and mothers of substance-exposed infants. The project plans to partner with other organizations with the goal of delivering services to the target population in an organized way, reducing duplication, and supporting the continuity of current services. The Associate Manager – First 5 Placer is responsible for assuring data from all partners are collected, and reported to the State, Commission and interested Stakeholders. In addition to working with non-profits, this position will work with evaluators. This position will also be responsible for assuring all requirements of the grant are met, including training and technical assistance.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Under the direction of the Executive Director, coordinates collective impact efforts of the Commission related, especially, to child abuse prevention, including home visiting.
- Establishes and maintains clear communication and cooperative working relationships with a variety of educators, staff of public and non-governmental entities and community groups.
- Facilitates and records team meetings.
- Assists with and oversees data collection of collective impact efforts.
- Analyzes data to determine successes, challenges and gaps in services for children and families.
- Evaluate data related to systems, procedures and processes to assist with determination of systems level improvement.
- Develops reports to stakeholders, including State and Federal entities.
- Coordinates training and technical assistance.
- Supports implementation of programs, services and supports.
- Provide and supports learning strategies.
- Assists with data collection, analysis and interpretation.
- Prepares, and presents a variety of special projects in related areas as assigned.

Minimum Qualifications:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

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Education:

- A Bachelor's degree in a job related area is required.
- A Master's degree is preferred.

Experience:

- At least 3 years of experience in program administration and implementation.
- History of successful interagency experience, including child welfare, mental health, public health, human services, schools, community-based organizations and medical providers.
- Experience with data collection and reporting to State or similar entity.
- Experience with grant administration.

Knowledge, Skills and Abilities:

- Knowledge of laws, rules and regulations impacting systems service children and families, with an emphasis on those that are specifically related to confidentiality.
- Knowledge of the workings of governmental agencies, such as child welfare, education, human services.
- Skills in effective oral and written communication.
- Skills required to utilize pertinent software applications.
- Skills in time management.
- Skilled in presenting to large groups.
- Skilled in facilitation.
- Ability to lead collaborative efforts with a variety of disciplines and agencies.
- Ability to work independently and as part of a team.
- Ability to work for periods of time analyzing data.
- Ability organize large amounts of data.
- Ability to generate reports to stakeholders, including State or Federal Agencies.
- Ability to express ideas and concepts clearly and concisely in oral and written form.
- Ability to establish and maintain cooperative and professional working relationships with individual, groups and public and private agency personnel.
- Ability to plan, organize and conduct trainings.
- Ability to maintain and improve professional skills and knowledge.
- Ability to adhere to timelines.
- Ability to problem solve, to analyze issues, create plans of action and reach solutions.

Required Testing:

- None

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

- Work is performed in an office or school environment, continuous contact with staff, and representatives of other agencies.

Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some

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climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.

- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

FLSA Status: Exempt

Employee Group: Management

Salary Grade: Level 17

Reviewed and Approved:

Superintendent:



Date:

6/10/19

Human Resources:



Date:

6.6.19