ASSOCIATE MANAGER, OPERATIONS – FIRST 5 PLACER

General Purpose:
An Associate Manager, Operations – First 5 Placer is responsible to the County Superintendent and works under the direct supervision of the Executive Director of First 5 Placer. The Associate Manager, Operations – First 5 Placer is responsible for managing operational functions of the Commission including development and management of contracts; fiscal operations; evaluation; state reporting; communication, public relations and media.

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

- Participates in the process of involving community stakeholders in developing a strategic plan and facilitates updates to the strategic plan as required.
- Assists with funding allocation process including development of requests for applications, the provision of information and technical assistance to potential providers, receiving and managing proposals and applications, managing the proposal review process and otherwise supporting the funding process.
- Develops, manages and monitors contracts, tracking performance for compliance with provisions of the contract.
- Coordinates the Commission’s evaluation process to ensure that desired outcomes are being achieved by contracted service providers.
- Assists with compliance with state First 5 California evaluation and reporting requirements.
- Coordinates Commission meetings, including establishing a quorum of the Commission and publicly noticing and otherwise conforming to the requirements of the Ralph M. Brown Act.
- Manages fiscal operations and coordinates with the Placer County Office of Education fiscal staff, County Auditor’s Office and independent auditor as required.
- Ensures that accurate and appropriate financial records are kept in accordance with accepted accounting standards.
- Reports any fiscal or contract issues to the executive director and PCOE immediately.
- Directs, supervises and collaborates with support staff.
- Develops and maintains a positive work environment.
- Ensures compliance with established workplace standards.
- Develops and maintains open and positive communication with the Commission, staff and the community of interest.
- Assures and maintains compliance with regulations related to conflict of interest risk management, and County Requirements related to Commission Appointments.
- Maintains a close working relationship with PCOE, County, Commission and contract providers.
- Creates and coordinates the development of media strategies in conjunction with PCOE staff to further the First 5 Placer strategic objectives.
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.

Education:
- Bachelor's degree in job related area is required.

Experience:
- Job related experience with increasing levels of responsibility is required.
- First 5 experience is desired.

Knowledge, Skills and Abilities:
- Knowledge of and ability to read and interpret local, state and federal laws and regulations.
- Skills in time management.
- Knowledge of program evaluation.
- Skills in contract negotiation, monitoring and management.
- Skills in fiscal processes.
- Skills in communication and media.
- Ability to analyze and interpret policies, develop and implement policies and procedures.
- Ability to prepare technical materials and accurate reports.
- Ability to supervise staff.
- Ability to communicate, and maintain cooperative, professional relationships with staff, colleagues, agency partners and community.
- Ability to operate job related equipment, and to perform multiple technical tasks with an ongoing need to upgrade skills.

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 climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingerling and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
ASSOCIATE MANAGER, OPERATIONS – FIRST 5 PLACER/PAGE 3

- 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:
Superintendant: [Signature] Date: 01/10/19
Human Resources: [Signature] Date: 01/26/19