

GLENN COUNTY OFFICE OF EDUCATION
JOB ANNOUNCEMENT

POSITION: Director of Child and Family Services
220 days

SALARY RANGE: Negotiable – Commensurate with Education and Experience
Full Benefit Package

MAJOR RESPONSIBILITIES:

- Secure and maintain various funding avenues to adequately support department services;
- Establish and maintain effective community partnerships and collaborations that promote quality services to children and families;
- Establish program planning procedures that result in the development of goals and objectives, and work systems that ensure delivery of services and regulation compliance;
- Administer programs and contracts assigned to the department in a manner that is consistent with requirements of contractual agreements, laws, policies, and funding regulations;
- Provide administrative and fiscal oversight for the Federal and State funded programs in accordance with the “Head Start Performance Standards” and California’s Child Development Division’s “Funding, Terms and Conditions”;
- Work closely with the Glenn County Office of Education’s Assistant Superintendent of Human Resources in labor negotiations annually.

DESIRED QUALIFICATIONS:

- Bachelor’s degree in Administration, Early Childhood Education or related Human Service field;
- A minimum of six years administrative experience of Federal and/or State Child Development Programs;
- Must have expertise in fiscal management of multi-contract awards and supervisory experience of 50 plus employees;
- A California Child Development Program Permit or an equivalent credential;
- Must have a valid California Driver’s license and insured reliable transportation.

APPLICATION PROCEDURES:

Submit: Application Form
Letter of Introduction
Resume
Three letters of recommendation

TO: Merrilee Johnson, Assistant Superintendent of Human Resources
Glenn County Office of Education
311 S. Villa Avenue
Willows, CA 95988
Telephone: (530) 934-6575 #3125

APPLICATION DEADLINE: June 4, 2010

INTERVIEW DATE: June 9, 2010

STARTING DATE: ASAP