



EMPLOYMENT OPPORTUNITY

NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111 • (858) 715-2642

DIRECTOR, CYFS ADMINISTRATION AND COORDINATION 0050-0210-OC

**SALARY GRADE /
RANGE:**

Range: 62.5 \$77,034 - \$85,031 Annually (DOQ)

EMPLOYMENT

One position available with NHA/CYFS @ Copley Administrative office.

APPLICATION SUBMITTAL INSTRUCTIONS:

Application must be fully completed (per application instructions), signed, dated and submitted by 4:30 p.m. on Friday, June 11, 2010. Submit copy of official transcripts or degree with your application to receive consideration. Applications and job announcements may be obtained at the above address; 841 South 41st Street, San Diego, CA 92113; or you may refer to www.neighborhoodhouse.org.

NOTE: 1 - Only properly completed and submitted applications will be considered. Notifications will not be sent for applications that do not meet submission requirements. 2 - Applications of candidates who do not meet the stated position requirements will not be considered. Only those considered for interview will be contacted.

JOB DUTIES and RESPONSIBILITIES:

Under the direction of the VP, CYFS, the Director, CYFS Administration and Coordination is responsible for the efficient record keeping and reporting of CYFS Program status and providing executive support to VP, CYFS.

Duties listed are intended only as illustrations of various types of work that may be performed: Supervises, trains, and evaluates staff; subjects to the vice president of human resources concurrence, takes disciplinary action to address performance deficiencies, in accordance with the Organization's personnel policies; serves as a member of the Head Start Leadership team; compiles and coordinates materials; produces narratives, statistical and fiscal reports, and presentations for governing bodies and funding sources; provides technical expertise and direction to Head Start leadership; coordinates grant development, publishes Head Start policies and procedures for the Program; oversees external correspondence of CYFS to ensure and maintain quality standards; conducts independent research utilizing a variety of resources to facilitate Program outcomes; ensures compliance with contracts, regulations and deadlines.

QUALIFICATIONS:

Education, Experience & Training:

Bachelor's degree from a four-year college or university and five years related experience and/or training; or equivalent combination of education and experience.

QUALIFICATIONS (continued):

Knowledge of: Principles and practice of management and supervision: principals and practices of program administration, including budgeting; fiscal management and knowledge of local, state, and federal regulations regarding respective to areas of responsibility including but not limited to ERSEA procedures for support service staff and Performance Standards.

Ability to: Exercise sound, independent judgment within general policy guidelines. Operate a computer, spreadsheet and database software applications, and operate other standard office equipment. Communicate clearly and concisely both orally and in writing with people of various educational, social-economic, and cultural backgrounds.

Licenses & Certification: Possession of, or ability to obtain, a valid Class C Driver's License is required. Must meet and maintain State law and county licensing requirements regarding employment in a child care center (fingerprints, TB, physical)

PHYSICAL & MENTAL DEMANDS:

While performing the duties of this class, an employee is regularly required to use hands to finger, handle, feel or operate computer, objects, tools or controls and reach with hands and arms, taste or smell. The employee occasionally is required to climb, stoop, kneel, or crouch. The employee frequently is required to talk or hear. The employee may be required to lift up to 30 pounds, sit at desk and in meetings for long periods of time on a continuous basis.

Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus to view documents.

APPLICATIONS OF CANDIDATES WHO DO NOT MEET THE STATED POSITION REQUIREMENTS WILL NOT BE CONSIDERED. ONLY THOSE CONSIDERED FOR INTERVIEW WILL BE CONTACTED.

The provisions of this job announcement do not constitute an expressed or implied contract.

SUBMISSION OF APPLICATIONS

Applications must be filled out completely and legibly. Applications may be submitted in person or by mail. All statements on the application will be subject to verification and investigation prior to employment. When a closing date is indicated, applications must be received by or before 4:30 p.m. on that date, unless otherwise stated on this job announcement.

POSITIONS REQUIRING DEGREE/ CREDENTIAL

Where required, an official transcript from an accredited college/university and/or Credential must accompany the application. Applicants who fail to comply with this requirement will not be eligible for interview.

BENEFITS

Vacation; sick leave; 13 holidays; 2 personal days and 4 days bereavement leave; medical; dental; life and disability insurance; Social Security and Retirement Plan.

HOURS

Unless otherwise stated in this job announcement, the normal workweek is eight (8) hours per workday for five (5) workdays (i.e., 40-hours per workweek), although the actual hours of work in the workday may vary between 6 a.m. – 11 p.m. Occasional weekend work may be required.

INTRODUCTORY PERIOD

All non-professional positions have an initial introductory period of six (6) months, and all Union professional positions have an initial introductory period of nine (9) months.

CITIZENSHIP/IMMIGRATION STATUS

In accordance with the Immigration Reform and Control Act of 1986, Neighborhood House Association hires only U.S. citizens and others lawfully authorized to work in the U.S.