

Central Valley Children's Services Network

Job Description

POSITION: Deputy Director (Exempt)

DURATION: On-going Based on Funding

ACCOUNTABLE TO: Executive Director

BASIC SALARY & BENEFITS WILL INCLUDE:

- Salary range: \$92,768.00 - \$96,512.00 annually.
- Health Coverage
- Retirement Plan
- Paid Holidays
- Paid Sick/Vacation
- Dental and Vision

PURPOSE OF THE JOB: To oversee the assigned agency's programs and ensure they meet all contract requirements.

KEY FUNCTIONS: The following is a list of significant duties and responsibilities; it is not all-inclusive. Other duties and responsibilities may be assigned, and this job description may be modified as needed at any time to fit the agency's needs.

Contract Administration:

1. Assumes responsibilities of Executive Director in their absence;
2. Completes Agency annual Continue Funding Application with the State Department of Education and the Department of Social Services;
3. Oversees and coordinates the implementation of the assigned departments and programs, executing State Department of Education and State Department of Social Services policies, procedures, and regulations;
4. Oversees and coordinates programs implementing grants as assigned;
5. Ensures compliance with all contract and funding requirements;
6. In collaboration with Program Managers, develops and evaluates goals, objectives, action plans, and budgets for each department;
7. Ensures compliance and is involved with the annual review of agency and program policies, procedures and handbooks;
8. Attends conferences and local, regional, and state meetings related to assigned contracts;
9. Seeks grants to increase agency's ability to provide services to families in Fresno County and to expand existing programs.
10. Other duties assigned by the Executive Director.

Fiscal Administration:

1. In collaboration with the Fiscal Manager, develop an annual budget to accomplish program goals within perimeters of funding and requirements;
2. Ensures a balanced budget;
3. Monitors and approves project expenditures;
4. Prepares proposals for maintenance and/or expansion of project funding;
5. Obtains bids as required before purchase of equipment or services; and
6. Ensure timely fiscal reporting to the funding agency.

Community Involvement:

1. Create and maintain a positive agency image;
2. Develop collaborative relationships with other community agencies for information exchange, joint projects when appropriate, and advocacy efforts;
3. Determine needs in the community not met through current services. Develop and implement plan (including budget) to correct; and
4. Participate in the leadership, planning, and implementation of agency events.

5. Using salient data to determine needs in the community not met through current services. Develop and implement a plan (including budget), to meet needs.

Public Education and Advocacy:

1. Works with the CSN Community Education Director to keep the community, local officials, and the Board of Directors apprised of issues and developments affecting public policy, funding, and local needs and
2. Participates in the legislative process as an advocate for children and parents.

Staff Supervision:

1. Oversee recruitment, employment, training, and supervision of all assigned Program Managers in accordance with board-approved personnel policies;
 - Giving specific attention and guidance to leadership and/or management training for program managers
2. Implement staff development plan;
3. Develop and maintain ethical and professional lines of communication with all staff and supervisors and
4. Meets regularly with Program Managers and special committees to receive input, provide leadership, and monitor progress, ensuring service integration and cooperation.
5. Evaluates performance of staff, including but not limited to, all Program Managers.
6. Utilizing agency data and in collaboration with staff sets performance targets and benchmarks, provides coaching and mentoring to ensure targets are met

EXPECTATIONS/BEHAVIORS:

The Deputy Director is expected to have an exceptional ability to:

1. Serve as a role model of commitment to the organization's mission
2. Safeguard confidential information of any type;
3. Utilize a systematic and/or effective approach to problem-solving;
4. Be professional in attire, composure, attitude, and interactions with others;
5. Teach others policies and procedures associated with job duties;
6. Work well under pressure, meeting multiple and sometimes challenging deadlines;
7. Build good working relationships with people from diverse backgrounds;
8. Demonstrate high team spirit and attitude: working toward another person's success;
9. Be dependable, fulfill commitments, and take responsibility for their own actions and decisions;
10. Be able to utilize clear written and verbal communication and sound documentation techniques;
11. Communicate effectively internally and externally;
12. Demonstrate a positive attitude and develop agency an inclusive agency/organizational culture;
13. Make *data-informed* decisions, take actions in accordance with agency policy and procedures and Funding Terms and Conditions specifications, and consider other information in addition to data that may be pertinent to the decision;
14. Demonstrate leadership and a cooperative, inclusive mindset with colleagues and supervisors;
15. Respond to the needs of others while maintaining agency objectives;
16. Be sensitive to staff needs while maintaining a sense of urgency;
17. Be drug-free.

QUALIFICATIONS:

Education: Masters Degree in Social Work, Psychology, Child Development, or related field.

Experience: Minimum of 4-5 years of supervisory experience, Knowledge of the Subsidized Child Care field, and

experience in the non-profit field preferred. Education beyond stated degrees may be considered in lieu of some of the experience.

SKILLS NEEDED:

Ability to:

- Lead and cooperate in a positive way with the Executive Director
- Work alongside the Executive Director to lead CVCSN
- Exhibit a strong commitment to customer service;
- Maintain respect for self, team members, and clients;
- Multi-task and be detail-oriented;
- Develop Computer literacy skills necessary to successfully perform this role in an exceptional manner;
- Transport, and maintain a valid California Driver's License;
- Be insured with automobile insurance with minimum limits of \$100,000/\$300,000 (bodily injury) at a cost that does not harm agency finances.
- Bilingual Spanish preferred

PHYSICAL AND MENTAL REQUIREMENTS OF POSITION:

- Provide proof of negative TB test result dated no more than six months before the date of employment;
- Have the stamina, strength, and alertness to work a minimum of 40 hours per week, plus attend night and weekend meetings/events as required;
- Daily work could include sitting at a desk or computer for periods of time; telephone work; walking to other areas of the building for meetings, to make copies, to get mail or forms; filing; lifting/organizing supplies;
- Use of equipment such as copy machine, fax machine, electric stapler, calculator/adding machine;
- Assist in loading and/or unloading vehicles with equipment/supplies;
- Driving own vehicle;
- Securing and driving rental vehicle; purchase items; enter child care facilities/homes or homes of parents;
- Attend events/meetings away from the office during the day and/or evening hours.

Employee Name Printed: _____

Employee Signature: _____ Date Signed: _____

Executive

Director's Signature: _____ Date Signed: _____