

COUNTY OF SOLANO
CLASS SPECIFICATION
EXECUTIVE DIRECTOR, CHILDREN AND FAMILIES COMMISSION
Effective Date: 07/10/2014

CLASS SUMMARY:

Under the direction of the County Administrator, is responsible for providing staff support to the Children and Families Commission, implementing Commission policies and programs, representing the Commission in the community and to the State Children and Families Commission, and managing the Commission's administrative functions including staff supervision, fiscal management, contract administration and program evaluation.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the:

- **County Administrator** class which plans, organizes, and directs the proper and efficient administration of all offices, departments, institutions and special districts governed by the Board of Supervisors; and the
- **Deputy Director – First 5 Solano** class which plans, organizes, manages, and assists in the direction of the First 5 Solano Children and Families Commissions; assists the Executive Director in formulating and implementing the department's policies and procedures; supervises program staff; manages the departmental budget; and acts for the Executive Director in the Director's absence.

SUPERVISION RECEIVED AND EXERCISED:

- Supervision is provided by the County Administrator.
- The Executive Director supervises the Deputy Director – First 5 Solano who supervises three or more Contract and Program Specialists and other employees in technical and/or clerical classes.

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Plans, facilitates, leads and manages the First 5 Solano Children and Families Commission: directs and oversees the development of Commission strategic plan initiatives focusing on the development, delivery, and expansion of services to meet community needs and the evaluation of outcomes in terms of effectiveness and cost efficiency; leads and assists in policy development/implementation; establishes and implements policies, strategic plans, programs and services; addresses and fulfills statutory and regulatory mandates; maintains and recommends changes to the Commission By-Laws which are approved by the Board of Supervisors; analyzes and develops proposed positions on legislation; advises the Commission and the Board of Supervisors on the status of Commission operations, policy issues and proposed legislation; and oversees the development of solicitations for funding and resulting negotiations and the development, authorization and implementation of contracts for programs and services.

- Manages the fiscal management functions of the First 5 Solano Children and Families Commission: oversees the preparation of the First 5 annual requested budget; presents and justifies fiscal and budget decisions and recommendations; oversees the annual independent audit; assures and accounts for appropriate and accurate expenditures of public funds; coordinates the Commission's long-term financial plan and multi-year spending plan with the annual budget; tracks the investment of reserve funds to insure appropriate return on investments; and participates in the planning and execution of projects aimed at leveraging First 5 funds to expand the overall capacity of the local early childhood system.
- Exercises management authority for assigned services and activities of the Children and Families Commission and performs managerial responsibilities such as:
 - monitoring purchases and expenditures;
 - approving non-routine expenditures for workplace improvements, training, computer software and hardware, etc.;
 - monitoring goals and objectives of the Commission and taking corrective actions as appropriate;
 - recommending and implementing new policies and procedures to eliminate or reduce barriers to efficient or effective production and/or to improve customer service; and
 - coordinating and monitoring the work of consultants and contractors by reviewing the performance and quality of work to ensure compliance with the applicable contract and by reviewing and approving claims for payments to ensure conformance with contract provisions and to prevent cost overruns.
- Performs supervisory duties to direct reports and to others through subordinate supervisors such as:
 - establishing standards for acceptable work products and evaluating performance;
 - interviewing applicants and making selections;
 - reviewing, approving and implementing disciplinary actions and terminations;
 - providing career development mentoring;
 - assigning work and planning and scheduling staff's work activities and deadlines;
 - reviewing work and recognizing employees' work efforts and accomplishments;
 - providing career development mentoring and recommending training and career development opportunities;
 - ensuring that employees are properly trained;
 - reviewing and approving timesheets and requests for leave; and
 - supporting and ensuring compliance with County and Department policies and procedures including those related to equal opportunity and to safety.
- Represents the Commission in outreach efforts by:
 - developing and maintaining collaborative partnerships with community leaders, local, regional, and statewide organizations, non-profit agencies, local businesses, and other County departments to develop, implement, and/or promote a variety of programs and projects consistent with the Commission's goals and services;
 - representing the Commission's needs and priorities within these "partnerships";
 - representing the Commission in a variety of community outreach activities and public awareness programs;

- speaking to groups and individuals regarding Commission activities and services;
 - participating as an active and contributing member in the statewide First 5 Association,; as well as designated community organizations, committees/project teams, and special interest work groups as a representative of the Commission;
 - preparing and disseminating press releases and public information products; briefing reports and responding to inquiries; and providing issue summaries and talking points on children's issues; and
 - attending regional, statewide and national early childhood-related policy events and meetings.
- Performs other duties of a similar nature or level as assigned.

EDUCATION AND EXPERIENCE:

- **Education:** Bachelor's degree or higher from an accredited college or university with a major in Business Administration, Public Administration, or a related field. Master's Degree in one of the above areas is highly desirable.

AND

- **Experience:** Five years of management and supervisory experience in a public or private program or agency which included program administration, planning and evaluation, fiscal management, personnel management, policy development and providing community service.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- Applicants are required to possess a valid California Driver's License, Class C.
- Note:** The California Driver's license must be kept current while employed in this class.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Principles and practices of management, supervision, leadership, motivation, team building, organizational development, training, and conflict resolution.
- Laws, regulations and policies applicable to the work of the Children and Families Commission such as: the California Children and Families First Act of 1998 and revisions, the Welfare and Institutions Code, the Brown Act, and the Public Records Act.
- Principles and practices of budgeting, cost analysis, and fiscal management.
- Oral communication techniques to include presentations to groups of various sizes in a positive, inclusive, and motivational manner.
- Customer service techniques for dealing with customers.
- English composition, spelling, grammar, vocabulary, and punctuation for both written and oral communications.
- Formats and appropriate terminology for written communications such as business correspondence, policies, procedures and narrative reports.
- Basic mathematics for developing, preparing and completing numerical, budgetary, and/or statistical reports.

- Standard office procedures, practices, equipment, personal computers, and software.

Skill and/or Ability to:

- Supervise, evaluate, train, and develop staff and organize and manage their work.
- Plan, organize and administer an effective program
- Develop and implement operational procedures.
- Identify and analyze administrative problems and implement operational changes.
- Research laws, regulations, procedures and/or technical reference materials; analyze, evaluate and interpret the data gathered; draw logical conclusions; develop reasonable and deliverable options, make appropriate recommendations; and implement the resultant change effectively.
- Manage a variety of simultaneous work projects and carry them through to successful completion.
- Plan, analyze and evaluate programs and services operational needs and resources.
- Administer contracts and grants according to designated guidelines and regulations.
- Communicate information and ideas clearly and concisely, both orally and in writing.
- Work with and speak to various cultural and ethnic individuals and groups in a tactful and effective manner.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Represent the office in meetings with representatives from various County and State organizations, with local businesses, with customers, and/or with the general public.
- Prepare a variety of written communications to include reports, policies and procedures.
- Maintain accurate records and document actions taken.
- Maintain confidentiality of records and information per pertinent laws/regulations.
- Use modern office equipment to include computers and related software applications.

PHYSICAL REQUIREMENTS :

- **Mobility and Dexterity:** Positions in this class typically require stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion.
- **Lifting, Carrying, Pushing and Pulling -- Sedentary Work:** Employees in this class exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.
- **Vision:** Positions in this class require the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, transcribe, view a computer terminal, read, etc. Positions in this class also requires employees to have depth perception in order to operate a motor vehicle.
- **Hearing/Talking:** Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word.

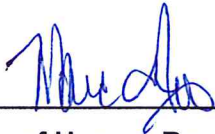
WORKING CONDITIONS:

- Office Work: Employees in this class will most often be working in an office setting.
- Traffic Hazards: Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.

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OTHER REQUIREMENTS:

- Background Checks: The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class. The background check may include the State of California Department of Justice, the Federal Bureau of Investigation (FBI), the Child Abuse Central Index (CACI), and criminal checks in any City/County where the applicant has lived, worked or gone to school.
- Independent Travel: Incumbents are required to travel independently, for example, to perform work at other work sites, to attend meetings with other County employees, to attend meetings with statewide and community organizations, etc.
- Hours of Work: Incumbents may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours.



Director of Human Resources

- Date Approved by the Director of Human Resources: 07/10/2014
- Date(s) Revised:
- Date(s) Retitled and Previous Titles of the Class:
- Class Code: