

**COUNTY OF SOLANO**

**DEPUTY DIRECTOR -FIRST 5 SOLANO**

**Est. 02/07  
CSC Exempt**

**DEFINITION**

Plans, organizes, manages, and assists in the direction of the First 5 Solano Children and Families Commission; assists the Executive Director in formulating and implementing the department's policies and procedures; supervises programmatic staff; manages the departmental budget; acts for the Executive Director in the Director's absence.

**CLASS CHARACTERISTICS**

This management level position is characterized by the responsibility for overseeing the day-to-day programmatic, evaluative and budgetary operations of the department directly and through subordinate managers. The incumbent works under administrative direction, exercising discretion in applying general goal and policy statements and in resolving organizational and service delivery problems to ensure the delivery of high quality programs and outcomes. An incumbent in this class is responsible for ensuring that assigned activities are completed in a timely and efficient manner consistent with defined policies and regulations. This class is distinguished from the Executive Director in that the latter has overall responsibility for the operations and activities of the agency. The Deputy Director may act in the absence of the Executive Director, as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Executive Director of First 5 Children and Families.

Exercises supervision over professional and clerical staff and Americorp staff.

**EXAMPLE OF DUTIES** - *Duties may include but are not limited to the following:*

Provides highly responsible administrative assistance to the Executive Director; plans, organizes, and manages assigned operations, activities and services; analyzes organizational, administrative, management, funding, staffing, policy and procedural issues and provides recommendations.

Participates in development and maintains the Commission's budget; coordinates activities to secure funding sources, tracking of investments, forecasting of necessary funds for grants and operating costs, staffing, materials and supplies; analyzes, discusses and resolves budget issues and recommends adjustments as necessary.

Oversees the development and implementation of grant initiatives, including request for proposals, contract negotiation, contracts management and overall grants disbursements; directly or through subordinate managers, oversees the Commission's internal accounting system to ensure the integrity of grant disbursements and contracts management.

Selects, supervises and evaluates program staff and consultants; establishes measurable staff goals and assigns time frames for performance; reviews performance evaluation prepared by subordinate staff; recommends and implements disciplinary actions as necessary.

Serves as the senior advisor to the Executive Director and services as Acting Director in the Director's absence; participates on the department management team; prepares and presents reports regarding the activities of the Commission to key stakeholders and the public, as assigned.

Analyzes and interprets existing and proposed legislation, and other directives to determine their impact on the Commission; oversees the Commission's implementation of new statutes and regulations; ensures program conformance to federal and state laws and regulations.

Oversees implementation, monitoring and evaluation of the strategic plan; recommends corrective action to ensure compliance with approved performance objectives.

Prepares a variety of correspondence, narrative and statistical reports, program documentation, policies, procedures and other written materials.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Fiscal and contract management principles and practice, including strategic planning and program/strategic evaluation; methods of analyzing cost effectiveness.

Administrative requirements in the area of children and family services.

Automated systems as applicable to management and accounting services.

Contract administration principles; grant sources and intergovernmental relationships; competitive bidding and negotiating techniques.

Program planning and administration; principles and practices of budget development and monitoring.

Principles of organizational development, supervision and resource allocation; principles and practices of effective supervision and performance management; team building techniques.

Principles of dealing successfully with individuals of various ages and members of various ethnic and socio-economic groups.

**Ability to:**

Plan, supervise, review and evaluate the work of multi-disciplinary staff and contractors; provide clear and effective direction to staff; secure cooperation and teamwork among professional and/or support staff; organize and prioritize work assignments; determine and evaluate levels of achievement and performance.

Develop, interpret and apply policy; plan, monitor and evaluate program and service delivery effectiveness; develop and implement operational procedures; plan, coordinate and initiate action necessary to implement policy and administrative decisions; understand and apply program objectives in relation to commission goals and procedures; interpret political and administrative direction and incorporate into operational policy and procedures.

Perform a variety of contract administration and project management duties.

Make decisions and independent judgments; recognize and respect limit of authority and responsibility; determine the appropriate course of action in stressful situations.

Utilize and coordinate local resources and work cooperatively with community agencies; act as a liaison to advise or resolve differences with individuals, groups and agencies; coordinate services with representatives of other departments and agencies.

Communicate effectively with people of diverse socio-economic backgrounds and temperaments; work effectively with others who may have objectives counter to assigned role; establish and maintain cooperative and effective working relationships with those contacted in the course of work.

Research regulations, procedures and/or technical reference materials; maintain accurate records; maintain confidentiality of information.

**EDUCATION AND EXPERIENCE**

**Education and Training:**

Possession of a Bachelor's Degree from an accredited college or university with a major preferably in Business Administration, Public Administration or a related field; a Masters Degree in one of the above areas is highly desirable.

**Experience:**

Three (3) years of full-time experience in managing a public or private services agency, division or major program area.

### **SPECIAL REQUIREMENTS**

Independent travel may be required.

Possession of or ability to obtain a valid Class C California driver's license may be required.

### **ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. May involve prolonged standing.

**Sensory Requirements:** Requires the ability to recognize and identify colors, shapes, sounds, forms, tastes or textures associated with job-related objects, materials and tasks.

**Environmental Factors:** Tasks are regularly performed without exposure to adverse environmental conditions.



---

Director of Human Resources

**Established Date:** February 2007