

## **Alpine County Superintendent of Schools**

### **FIRST 5 ALPINE EXECUTIVE DIRECTOR**

#### **DEFINITION:**

Under the general direction of the Alpine County Children & Families First Proposition 10 Commission, the Executive Director is responsible for facilitating Commission planning activities and overseeing administrative and programmatic functions of the Commission including managing and evaluating contracts; documenting and recommending proper courses of action; creating and disseminating Commission information, coordinating events; developing strategies for evaluating Commission activities and performing related duties as required.

The Executive Director will be under direct supervision of the Alpine County Superintendent of Schools. The Executive Director will receive assignments from the Alpine County Superintendent of Schools to serve the First 5 Commission. Performance evaluations of the Executive Director will be completed by the Superintendent of Schools with input given by Commissioners.

#### **RESPONSIBILITIES:**

- Works with local Alpine County Children & Families First Proposition 10 grantees to complete contracts and develop evaluation plans;
- Maintains regular communication with local grantees;
- Oversees fiscal planning and makes budgetary recommendations to the Alpine Commission;
- Facilitates strategic planning updates and revisions;
- Acts as liaison between the Alpine County Children & Families First Commission and the State Commission and Association of Executive Directors;
- Develops content and coordinates local publicity campaigns, including preparation and arrangement for distribution, publication or other media release of marketing and promotional materials;
- Oversees evaluation activities and reporting for local contracts;
- Provides technical assistance to local grantees;
- Oversees the development and maintenance of organizational structure and management systems;
- Prepares Requests for Proposals (RFP's) to guide the allocation of future funds;
- Prepares funding requests in collaboration with local organizations and grantees;
- Records data, maintains records, prepares statistical summaries and reports for the local and state commissions;
- Oversees Commission staff and volunteers;
- Attends training sessions and conferences to improve skills and knowledge, and network with Proposition 10 representatives from other counties;
- Performs other duties as assigned by Commission.

**KNOWLEDGE AND ABILITIES:**

Thorough knowledge and demonstrated experience with basic strategic planning and program development principles. Strong group facilitation and coordination skills with the ability to work well within a rural community. Skill in evaluating community programs and making appropriate recommendations based on findings. Self-motivated and ability to work independently and to meet critical deadlines. Proven ability to work with diverse agencies and organizations to build integrated systems. Ability to use a variety of planning techniques and present ideas and concepts related to planning and evaluation. Ability to evaluate and redirect planning efforts based upon on-going analysis and community input. Excellent report development skills including production of Power Point presentations, charts, and narrative. Ability to maintain high professional standards and respect confidentiality and sensitive information.

**MINIMUM QUALIFICATIONS AND EXPERIENCE:**

*Knowledge and/or experience:*

- A four-year degree or equivalent experience in community development, public administration, education or related field;
- Three years of experience working with program planning and project management;
- Background in long-term planning and evaluation;
- Experience in developing, articulating, and implementing policies and procedures;
- Ability to use Microsoft Office programs for word processing, spreadsheets, databases and presentations;
- Experience with developing and maintaining organizational structure;
- Experience in preparing public relations materials;
- Ability to write technical reports, grant proposals and press releases;
- Experience in community-based collaboration building; and
- Public speaking and group facilitation.

*Ability to:*

- Establish and maintain effective, working relationships with those contacted in the course of work;
- Work on multiple priorities to meet critical deadlines;
- Use critical thinking and problem solving techniques;
- Possess a valid California or Nevada driver's license and appropriate vehicular insurance;
- Work occasional nights and weekends as dictated by the requirements of the Commission;
- Commute to a variety of locations where events and meetings are held;
- Have reliable transportation and travel in all weather conditions; and

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- Attend out of county and in-county meetings, workshops, training sessions, and other activities related to Children & Families First/Proposition 10 activities.

### **DESIRABLE QUALIFICATIONS:**

- Experience or knowledge of rural community issues;
- Experience working in the area(s) of child care and/or health education;
- Two years of experience in coordinating the work of staff and/or volunteers;
- Database design experience; and
- Experience in program evaluation and reporting.

Revised: 07/2010