

# Career Opportunity

## Family & Community Partnership Manager

SALARY: \$47,902 - \$61,027 Annually

CLOSES: 3/21/2012



JOB TYPE: Classified/Full-Time

**POSITION OVERVIEW:** The purpose of this position is to oversee the parent, family, and community engagement work of the Maricopa County Head Start Zero-Five Program. This position strategically develops strong relationships in the community that will support the needs the program has for volunteers, site locations, and service referrals.

This position plans, directs and coordinates activities at the highest level of management and is a member of the Head Start management team.

**POSITION QUALIFICATIONS:** Bachelor's degree in Public Administration, early childhood education, social work, public health or related field and seven (7) years experience in programs providing early childhood education, health, social work, or other human services provided to children and families, with three (3) years experience in management, administration or planning. Relevant experience may substitute for education on a year for year basis beyond the minimum experience required. Preferred: Master's degree in Public Administration, early childhood education, social work, public health, or related field is preferred. Experience with Head Start is preferred. Experience in supervising staff is preferred.

**ESSENTIAL JOB TASKS:** Responsible for directing and overseeing the family and community partnership areas of the program and ensure compliance with Head Start Performance Standards and program policies and procedures. Interpret and clarify regulations and best practices and ensure compliance and delivery of high quality services to children and families. Develop plan, organize and administer policies and procedures to ensure administrative and operational objectives are met. Responsible for coordinating planning, development of policies and procedures, and provide supervisory oversight of the ERSEA (Eligibility, Recruitment, Selection, Enrollment, and Attendance) work of the program. Direct, coordinate and supervise Coordinators and Supervisors in the program's family and community partnership work to ensure continuing operations, enhance quality of services, and increase productivity. Coordinate planning and development of policies and procedures with the delegate agency to ensure consistent service delivery and quality in both the grantee and delegate operated programs. Assists in negotiating contracts and agreements with state and local governments and other organizations that support the delivery of services to children and families. Prepares budgets and monitors expenditures. Co-develop and monitor Training and Technical Assistance budget for the program. Actively participate in management team meetings for the program and Human Services Department. Co-lead Program Planning meetings with the Operations Manager. Develop, direct and coordinate the hiring, training, and evaluation of the program's family and community partnership staff personnel. Establish and maintain comprehensive and current recordkeeping systems of activities and operational procedures. Assist with grant writing. Conduct research, write reports, prepare and deliver presentations.

Complete Posting and Applications may ONLY be found online at: <http://www.maricopa.gov/jobs>



**Maricopa County**

