

KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED MARCH 2001
RANGE: 50.0
INSTRUCTIONAL SERIES
CLASSIFIED
CODE: 2

CHILD AND FAMILY SERVICES FACILITATOR

DEFINITION

Under general supervision, to coordinate, develop, supervise and implement Child and Family Services administrative projects.

EXAMPLES OF DUTIES

Assist the community in strengthening programs for children and families;

answer questions and provide information and technical service to the public, and to existing and potential children's services;

develop, write and edit meeting agendas, correspondence, and promotional material;

collaborate with public/private agencies, business and the general public to meet the child and family service needs in Kern County;

gather and maintain a variety of statistical information for needs assessment, planning and evaluation purposes;

implement informational campaigns regarding child and family services.

QUALIFICATIONS

Knowledge of:

Knowledge of local community resources and governmental agencies, Kern County communities, and public relations techniques;

policies and procedures, rules and regulations related to grants and contracts including evaluation and data collection;

principles and procedures of record keeping, research and report preparation, and business letter writing;

modern office procedures and methods including computer equipment and software applications;

principles of supervision and training;

English usage, spelling, grammar and punctuation.

Ability to:

Ability to interpret and apply policies and procedures, rules and regulations applicable to assigned responsibilities;

research, compile, analyze, interpret and prepare a variety of statistical and administrative reports and proposals;

work collaboratively with other departments, businesses, community-based and public agencies;

communicate clearly, concisely, both orally and in writing;

demonstrate strong organizational skills;

establish and maintain cooperative working relationships with those contacted in the course of work.

Experience:

Three years of increasingly responsible administrative experience, including at least one year of lead supervisory responsibility.

Education:

BA with specialized coursework in marketing, public relations, communications, public administration, public health or statistical analysis.

Some positions may require proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

This position has a probationary period of six months or 130 days, whichever is longer.

ST:rjw

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