

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED NOVEMBER 2003
RANGE: 53.5
TECHNICAL/SPECIALIST SERVICES SERIES
CLASSIFIED - OVERTIME EXEMPT
CODE: 2,6,8**

**CHILD AND FAMILY SERVICES PROJECT MANAGER
(Kern County Network For Children)**

DEFINITION

Under direction of the Kern County Network for Children's Executive Director, the Family Services Project Manager will assist multiple groups in establishing and maintaining a continuum of integrated services for children and families county-wide and developing and fostering collaborative efforts on behalf of children and families.

The Project Manager will work with county departments, educational and other governmental agencies, community-based organizations and grassroots community groups in an effort to maximize funding and facilitate policy change to improve the condition of children and their families.

The Kern County Network for Children Project Manager will assist the Director in the development and implementation of a technical assistance program for local community collaboratives.

This will include the coordination of the work of the Kern County Network for Children's Child and Family Service Facilitators who will be geographically deployed to provide technical assistance and contract administration support.

EXAMPLES OF DUTIES

Work proactively to bring together individuals, businesses, agencies and schools to redirect efforts to improve service delivery, case management and meet local communities' targeted goals;

help to develop a proactive plan for geographically deploying KCNC staff to provide technical assistance to local collaboratives and to manage contracts;

coordinate the activities of the KCNC's Child and Family Services Facilitators;

help communities to mobilize and address local issues using indigenous resources to address those issues;

provide developing community based collaboratives assistance in assessing community needs, strategic planning, evaluation and direct service protocol development and implementation;

provide community collaboratives with technical assistance using the Recipes for Community Success and the Recipes for Successful Program Management as the blue-print.

mobilize efforts and develop funding to address community needs through projects such as Healthy Start, TANF, Proposition 10, California Endowment, Family Preservation Support Services and CAPIT;

interact successfully with county agency policy makers, business leaders and county school district administrators;

help to develop and maintain the use of multidisciplinary teams in local collaboratives;

assist with data collection, fiscal responsibility and public relations activities for multiple projects and sub-contracts;

encourage prevention and intervention activities for children and their families;

serve as a vehicle to relay information and recommendations to policy makers;

act as a catalyst to improve working relationships among community groups and agencies;

facilitate forums to bring together representatives with mutual needs to address issues and effect change;

provide training in leadership development and community mobilization;

attend and participate at Kern County Network for Children executive meetings, general meetings and participate as a sub-committee member when needed;

act as a liaison with the Kern County Network for Children's Trustees and provide them with reports from local collaborative sties;

performs other work-related duties as assigned.

QUALIFICATIONS

Knowledge of:

Knowledge of and familiarity with the Kern County Network for Children.

Ability to:

Ability to work effectively as a member/leader of a team;

perform excellent communication skills.

Experience:

Four (4) years experience in relevant community organization activities, including direct involvement with local community collaboratives.

Experience in successful grant writing and grant implementation, including evaluation, data collection and fiscal accountability.

Education:

B.A., B.S. in a social science, Public Administration or related field required.

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 is overtime exempt and has a probationary period of one year.

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