



DIRECTOR, CHILDREN AND FAMILY RESOURCE SERVICES

Reports to: Associate Superintendent
Division: Student and Community Services

Our ideal candidate

You are an excellent leader with many years of experience in roles of responsibility and independence, preferably in the fields of education or healthcare. You take pride in your programs and strive for excellence. You have a track record of success in grant writing, management, fund development and community outreach. You handle and manage multiple projects to meet timelines and deadlines. You have a high level of discretion and professionalism in handling sensitive situations. You are an excellent communicator, both orally and in writing.

General description

Under general direction, coordinate and direct the activities of Children and Family Resource Services (CFRS). Responsibilities include program implementation; supervision and evaluation of subordinates; preparation and submission of grant applications; preparation of budgets, grant contracts, and reports; development of community-related projects; representing the department and the Santa Barbara County Education Office in the community; and providing management-level support to Children and Family Resource Services Board of Directors, including board and committee member recruitment and agenda preparation.

Specific duties and responsibilities

1. Direct programs as established by federal, state, local, and/or Santa Barbara County Education Office regulations, or private funder program guidelines.
2. Provide leadership in the planning, direction, and management of Children and Family Resource Services.
3. Research and write funding proposals to support the mission, goals and objectives of CFRS; oversee the implementation of funded projects to accomplish stated goals and fulfill terms; develop procedures for CFRS programs to include research-informed and best practices.
4. Maintain records and data to document achievement of performance outcomes as defined by the scope of work for program grants; prepare progress and final reports on program outcomes.
5. Prepare and monitor annual budgets and financial transactions; determine allowable expenditures; ensure that funder requirements are met; prepare for and represent the program during financial audits; create, plan, and manage contracts, including budgets and subcontractor grants.
6. Collaborate with external programs and partners by sharing staff and resources to achieve shared goals; foster business-education-medical partnerships to maximize the use of community resources.

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7. Ensure continuity of care among local service providers and maintain Family Connects certification by serving as lead for the Community Advisory Board, including convening and organizing quarterly meetings and providing staff development.
8. Develop and maintain relationships with community partners, coordinate work and resources, influence policy, and engage in advocacy by serving as department representative on external community committees, advisory boards, and coalitions.
9. Plan and deliver presentations and community outreach to advisory groups, business, and service organizations to promote department programs.
10. Oversee the administration of medical billing and contracting with private insurance companies, including serving as Administrator of Home Health Agency and Coordinator for MediCal Administration Activity (MAA) and Random Moment Time Survey (RMTS) System.
11. Select and train staff, volunteers, and interns; assign and review work; establish performance goals and standards; provide coaching and leadership development to subordinate managers; support managers in creating and sustaining high-performance teams.
12. Engage and monitor the work of consultants as needed.
13. Perform other related duties as assigned.

Requirements

Education: Possession of a bachelor's degree in communication; business, educational, healthcare, or nonprofit administration; or related field. A master's degree in a related field is preferred.

Experience: Four years' experience in a leadership role in a service organization, preferably in the public or nonprofit sector. Graduate education in a related field may be substituted for the required experience on a year-for-year basis.

Experience in healthcare or education (early childhood through grade 12) is preferred.

Knowledge of:

- Operations, policies, and objectives of the Santa Barbara County Education Office or similar organization
- Principles and practices of program administration and professional development
- Budget development and management
- Effective grant writing procedures
- Best practices in public relations and public speaking
- Methods of community outreach and engagement
- Program development and evaluation

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- Data collection and management methods
- Strategic planning
- Group facilitation methods and practices
- Standard written and spoken English
- Standard office productivity software
- Evidence-based practice

Ability to:

- Communicate effectively, both orally and in writing
- Identify and develop linkages and partnerships with community agencies and resources
- Research, write and present reports
- Write and manage grants
- Multitask performing varied and complex administrative duties
- Utilize resources in gathering and summarizing complex data and research information
- Initiate, plan, and execute projects
- Make public presentations to a wide variety of stakeholders
- Formulate and articulate complex ideas and concepts to a variety of audiences
- Work independently
- Work cooperatively and maintain effective working relationships with community, business, nonprofit partners, and co-workers
- Lead and work effectively with groups to accomplish goals and consistently meet timelines
- Operate a computer and other office equipment and related software programs
- Work with frequent interruptions
- Learn Santa Barbara County community agencies, local government agencies, foundations, and nonprofits
- Learn fundraising methods and practices, including but not limited to annual campaigns, major gifts, donor cultivation and stewardship
- Learn MediCal program regulations

Licenses and certificates

Possession of a valid California driver's license and the use of a dependable vehicle are required.

Working conditions

This position is considered generally sedentary. Most work is performed while sitting at a desk and usually involves extensive use of computers, telephones, and other office equipment. Strenuous physical activity — such as lifting and carrying heavy objects, crawling, or stooping — is not generally associated with this position. This position is not typically exposed to significant safety hazards.

The work of this position is performed in a typical modern office environment. Local travel to a variety of locations, as well as occasional overnight travel, is required. Occasional attendance at evening, weekend meetings, and events is also required.



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Management salary range 28

Approved by the Personnel Commission:
Revised:

October 22, 2020
June 22, 2023 (salary range
update only)