

MANAGEMENT JOB DESCRIPTION

COMMUNITY COLLABORATIVE DIRECTOR

JOB SUMMARY:

The Director spearheads ongoing efforts to coordinate and enhance human services locally and interfaces substantially with local schools, city and county government, and an established network of local service providers. The Director reports to a multi-agency steering committee and provides leadership by: initiating and facilitating collaborative action to identify and respond to community needs, and administering new and existing projects created through the Chula Vista Community Collaborative (CVCC).

RESPONSIBILITIES:

The Director is responsible for developing linkages, coordinating services, and facilitating activities that enhance the lives of local residents. The Director reports to the Steering Committee of the CVCC.

ESSENTIAL JOB FUNCTIONS:

- Develops and maintains linkages with coalitions, collaborative, and agencies in San Diego County's South Region in order to promote seamless delivery of services and the efficient use of resources.
- Engages and involves residents and community stakeholders in collaborative activities and amplifies their voices in community conversations.
- Provides leadership regarding planning and policy development in the community and advocates for residents' needs.
- Develops and maintains linkages with coalitions, collaborative, and agencies in order to ensure that the South Region is effectively linked to county- and statewide initiatives and resources.
- Works with management team to provide appropriate supervision of six Family Resources Centers and all Collaborative staff.
- Manages an estimated annual budget of \$1 million and oversees all grants and contracts.
- Identifies opportunity to leverage and maximize resources, working in conjunction with local agencies.
- Convenes monthly meetings of the Collaborative and Steering Committee and provides regular reports on the operations of the Collaborative projects and staff.
- Develops, assesses, and interprets indicators of the CVCC's success in meeting strategic goals and standards of quality.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Bachelor's Degree in an appropriate field of study.
- A minimum of five years experience in a leadership role, including experience supervising staff, and managing a budget.
- A proven track record of leadership and the ability to communicate clearly and powerfully.
- Commitment to serving the community and willingness to put in the time and effort necessary to address emergent needs and capitalize on opportunities.

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- Capacity to manage multiple projects simultaneously in a fast-paced environment and balance day-to-day operations with special assignments.
- Experience working in a multicultural environment.
- Problem-solving skills and a management style that considers multiple approaches to any challenge.
- Excellent analytical skills coupled with the ability to develop, communicate, and implement a strategic vision.
- Detailed knowledge of one of the following: education practice and systems, public health practice and systems, or nonprofit administration.
- Competency in using standard office software applications.
- A valid California driver's license and the ability to provide own transportation as needed to conduct job duties.
- Ability to flourish in constantly changing conditions.
- Bilingual in English and Spanish desirable.

Management Salary Schedule: Range I
BOARD APPROVED: 8/21/07
8/14/13