

KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED AUGUST 2010
SPECIAL SALARY/PAYMENTS
RANGE: 53.0
CLASSIFIED – OVERTIME EXEMPT
CODE: 2, 6, 8

KERN SERVE PROGRAM MANAGER
SCHOOL – COMMUNITY PARTNERSHIPS

DEFINITION

Under general supervision, the Kern Serve Program Manager will coordinate, develop, supervise and implement the Kern Serve Program.

EXAMPLES OF DUTIES

Participate in the selection of Kern Serve projects;

supervise Kern Serve Projects;

provide meaningful service experience for participants;

support and encourage Kern Serve identity, including attending and facilitating community events and meetings to promote Kern Serve programs and activities;

coordinate monthly training and technical assistance meetings with staff and partners;

support Kern Serve project development, training, on-site monitoring, and all necessary technical assistance;

manage program evaluation activities, complete and submit required state and federal reports, and insure continuous quality improvement;

conduct regular site visits;

serve as a liaison between the Kern County Network for Children (KCNC), Neighborhood Partnership Projects, community-based and public agencies, and participating schools;

manage budget and expenditures;

coordinate working agreements with partnering agencies.

QUALIFICATIONS

Knowledge of:

Service Learning Principles;

public relations techniques;

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

fiscal management;

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

English usage, spelling, grammar and punctuation;

principles of supervision and training.

Ability to:

Appreciate the value and importance of cultural diversity;

work with people and organizations with different viewpoints;

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 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:

Two (2) years of increasingly responsible administrative support experience, including at least one year of lead supervisory responsibility.

Education:

Minimum of a BA.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

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.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

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

TS: gs

11/23/15

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