

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED DECEMBER 1994
SALARY SCHEDULE #92
CLASSIFIED ADMINISTRATIVE – OVERTIME EXEMPT
CODE: 2, 6, 8**

DIRECTOR I - CHILD AND FAMILY SERVICES

DEFINITION

Under the direction of the Division Administrator, the Director of Child and Family Services is responsible for assisting in implementing a county-wide plan for improving the condition of children and families.

EXAMPLES OF DUTIES

Establishing a continuum of integrated, family-focused services for children and families;

directing a county-wide planning effort to implement tenets of the Federal Omnibus Budget Reconciliation Act;

developing grant proposals for submission to governmental agencies and private foundations;

administering the Child Abuse Prevention Intervention and Treatment (CAPIT) grant;

coordinating county-wide functions and services related to children and families;

developing resources to maximize county services to children and families;

coordinating closely with directors of the Kern County departments of health, mental health, human services, probation and the County Superintendent of Schools;

maintaining linkages between county departments, education agencies, and community based organizations;

functioning as Executive Director of the Kern County Network for Children.

QUALIFICATIONS

Knowledge of:

Needs of children and families;

federal, state, and local programs and mandates affecting children and families;

goals, objectives and special priorities of the Kern County Network for Children;

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

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:

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

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

communicate clearly and 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:

A minimum of five (5) years of increasingly responsible experience in management and administration of health and social service programs and demonstrated skill in community organization.

Education:

BA/BS degree required;

Master's degree preferred.

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

11/6/15

G:\Director I – Child and Family Services.doc