

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED APRIL 2025
SALARY SCHEDULE #37
CLASSIFIED ADMINISTRATIVE – OVERTIME EXEMPT
CODE: 2, 6, 8**

EXECUTIVE DIRECTOR - KERN COUNTY NETWORK FOR CHILDREN (KCNC)

DEFINITION

Under general direction, the Executive Director - Kern County Network for Children is responsible for working collaboratively with the County of Kern, the community and community partners to identify and address the most critical children's issues in the county through implementation of county-wide plans aimed at improving the conditions 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;

supervise and evaluate assigned staff;

Work collaboratively with the Kern County Board of Supervisors and the County Administrative Office to oversee the Joint Powers Authority created between the County of Kern and the Kern County Superintendent of Schools;

oversee the Kern County Child Abuse Prevention Council;

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

administering a variety of public and private funding streams supporting child abuse prevention and foster/homeless youth;

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

developing resources to maximize county services to children and families;

oversee the Kern County Network for Children Leadership Program;

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;

serve as Executive Director for the KCNC governing board and the Kern County Network for Children Foundation;

oversee the Dream Center, a resource center for current and former foster youth;

perform other related duties as assigned.

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 Dream Center and 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.

CP:rn

4/4/2025

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Formerly Director I – Child and Family Services 2024