



Fathers Corps Program Manager

DEFINITION

The Fathers Corps Program Manager plans and provides program and administrative coordination and collaboratively evaluates the Alameda County Fathers Corps, a collaborative effort that promotes and supports fathers and father figures to be meaningfully engaged with their children and families, and advocates for family service providers to provide father friendly services and to assist fathers in strengthening their parenting skills.

SUPERVISION RECEIVED AND EXERCISED

This position receives general direction from Administrator. Exercises no direct supervision of staff but provides guidance to Fathers Corps members.

CLASS CHARACTERISTICS

This is a single incumbent full time Manager I level and a non-exempt position. Employees exercise discretion in determining work priorities, interpreting assessment results, and determining trainings to be administered to system and community partners. This class is distinguished from the FSSII in that the later provides overall support for the Department.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, coordinates, and leads trainings and learning communities in collaboration with Training@First 5 staff
- Coordinates activities which further the integration and alignment of the Fathers Corps with other F5AC initiatives
- Collects and provides data for presentations, annual reports, and to demonstrate the impact of the Fathers Corps, and develops written communications and/or online content in collaboration with the Evaluation & Technology and Policy, Advocacy & Communications teams as requested
- Provides programmatic support to Fathers Corps Administrator, the Fathers Corps Leadership Team efforts and related Alameda County activities
- Ensures compliance with contract provisions and funding source regulations and sees that appropriate approvals are received
- Recommends and facilitates implementation of procedural and operational changes
- Manages contracts as assigned
- Performs special projects such as conducting surveys, researching best practices and alternative funding streams; summarizes and analyzes data and prepares narrative or statistical reports and recommendations
- Regularly drives and/or travels throughout Alameda County to perform the above job duties; driving is an essential function of this position

QUALIFICATIONS

Knowledge of:

- Best practices in father engagement strategies and practices
- System barriers that prevent fathers from engaging with their children or utilizing services
- Challenges fathers experience as parents
- Program planning, evaluation and quality assurance methodologies
- Practices of contract negotiation, development and management
- Budget management, and financial recordkeeping procedures
- Applicable state and local laws, rules and regulations
- General knowledge of early childhood development preferred
- Proficiency in Microsoft Office Suite, use of the internet for research

Ability to:

- Establish and maintain effective, collaborative working relationships with a wide range of professionals and para-professionals including but not limited to, F5AC staff, elected officials, partnering agencies, community partners and providers
- Demonstrate experience and leadership in mobilizing and coordinating systems and developing strategies/services to target identified needs
- Evaluate program and service delivery, utilizing and applying data to identify and resolve programmatic and/or operational issues
- Plan and organize work to ensure organizational and program goals are achieved
- Develop and provide trainings and presentations to diverse audiences
- Facilitate and contribute to group meetings effectively represent the program and agency in meetings
- Demonstrate cultural awareness and sensitivity
- Work in a multidisciplinary team setting
- Define and address complex problems requiring the analysis of multiple variables or situations; collect, synthesize, and analyze information; consider alternatives and draw valid conclusions
- Exercise sound judgment within broadly defined practices and procedures to develop appropriate strategies and make sound decisions
- Demonstrate effective interpersonal and written communication with Commission, partners, and the public, including ability to write and produce reports
- Read, analyze and interpret common professional publications, policy documents, financial reports and related business documents and information
- Meet attendance requirements of the position and be timely in meeting all requirements for work performance
- Adapt, with minimal or no advance notice, to changes in agency operations and work assignments or procedures

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be

Education & Experience

Bachelor degree in business, communication, public health, public administration, a social science or related field **and** a minimum of two years full-time progressively responsible experience in a public, nonprofit or community based agency which has included some combination of experience with grants or contracts management or administration, delivery of human services in community based agencies, and administrative or financial record keeping.

Or

Associates degree **and** a minimum of four years full-time progressively responsible experience in a public, nonprofit or community based agency which has included some combination of experience with grants or contracts management or administration, delivery of human services in community based agencies, and administrative or financial record keeping.

Other

Must have a valid California driver's license, personal automobile insurance and ability to meet the driving record requirements for coverage under Agency's non-owned auto liability policy, access to own transportation and ability to travel within Alameda County as necessary to carry out job duties
Some evening and weekends required

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

SALARY RANGE

\$57,239.00 - \$77,272.00 annually

To be considered for this job, please apply at: <http://www.first5alameda.org>

No phone calls, please!

No emails will be accepted!