



## Senior Administrator Policy

### **DEFINITION**

The Senior Administrator for Policy is responsible for coordinating agency-wide policy, legislative activities, liaising with program, evaluation, First 5 staff, the First 5 Association and community partners, and representing the organization at national, state and local meetings. This position will also oversee fund development efforts, including seeking out new opportunities, building relationships with funders, writing and submitting applications. This position will also work closely with agency communication and evaluation staff in crafting collateral materials and agency messaging with an emphasis on developing policy recommendations and sustainability strategies informed by current practice, results based accountability metrics and supporting research to action efforts. They will also be responsible for directing and coordinating the work of policy interns and fellows; and performing related duties as required.

This full-time, exempt position works in close collaboration with other Senior and Program Administrators, and will be a member of the Executive Team and other agency leadership teams. The position is classified in the Senior Administrator level.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Chief Executive Officer or their designee. Exercises general direction and supervision over the Policy Division.

### **CLASS CHARACTERISTICS**

This is a Senior Administrator level and an Exempt position that will support the Agency's overall response to regulatory and legislative changes, along with conducting best practice reviews, and developing policy analyses. The Policy Senior Administrator may act as a liaison with Federal, State and local officials, as well as work in collaboration with the program and administrative divisions and units within the organization. The incumbent will have lead administrative and policy development responsibilities for the Policy Division.

### **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.*

- In collaboration with the First 5 Association, ICPC and county agencies track and monitor relevant legislation at the state and national level.
- Develop letters of support for legislative and other policy asks.
- Maintain relationships with local legislative offices, and other elected officials and arranges site visits as appropriate
- Link with other early childhood policy and advocacy groups including Children Now, Children's Partnership, Early Edge, Etc.
- Develop policy updates for Commission meetings, Commission e-mail updates and FYI newsletter.
- Participate in the State F5 Association annual policy day in Sacramento.
- Attend policy related meetings as appropriate.
- Work with Evaluation and Communications staff to prepare policy briefs based on new data and evaluations.
- Participate and support the agency Results Based Accountability Work and use this information to translate into policy work.

- In collaboration with ALT and PLT identify local systems barriers and work with appropriate staff and agencies to address systems changes that support healthy child development and family support.
  - Staff an agency policy table to review emerging needs and current efforts impacting on programs.
  - Manage the Policy Division budget
  - Develop a policy focused internship program and supervise any participating interns
  - Oversee agency fund development efforts
    - Maintain relationships and communication with existing funders
    - Explore new funding relationships
- Write and or support the application for new funding opportunities
- In coordination with the CEO Participate in Oakland Early Childhood Funders Group and other funding tables as appropriate.
- In collaboration with agency staff Identify gaps in services and community needs for both policy agenda and funding requests.
  - Participate as a member of Agency Leadership Team (ALT)
  - Analyze and identify evaluation and research needs for special projects, program development and organizational planning and work closely with the Evaluation and Technology Division to execute and make recommendations to agency leadership.
  - Develop a wide variety of short- and long-range plans and recommendations for alternative methods of service delivery for First 5 and local policy maker's consideration.
  - Support short-term and long-term strategic planning and development efforts, communicating important timelines and progress.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of policy analysis.
- Principles and practices of program planning and project management.
- Evaluation methodologies.
- Research, analytical and data collection techniques.
- Principles and practices of business and public administration.
- Principles and practices of management, supervision, and training.
- Budget administration.
- Program performance budgeting, strategic budgeting and benchmarking.
- Management principles and practices, including work planning, employee supervision and resource allocation.
- Budgetary and contract administration practices.
- Computer applications related to the work
- Office administrative practices and procedure, including records management and the operation of standard office equipment.
- Principles, practices, funding sources and administrative requirements in evaluation and technology.
- Principles and practices of direct client service delivery.
- Applicable federal, state and local processes and policies, both legislative and administrative
- Computer applications and software related to work including database development and modification, and report generation techniques.
- Cross-cultural sensitivity

**Ability to:**

- Manage project activities and the activities of multi-disciplinary teams.
- Establish, balance and adjust priorities.
- Establish and maintain effective working relationships.
- Promote a customer-oriented approach toward meeting the needs of the Agency.
- Prepare and present clear and concise oral and written communications.
- Prepare a variety of narrative documents, including policy statements, management reports and correspondence.
- Speak effectively before small and large groups.
- Facilitate small and large groups.
- Establish standards and evaluate performance.
- Establish and maintain effective working relationships with federal, state, local government, and the public.
- Resolve operational and procedural problems and conflicts.
- Respond effectively to a variety of changing situations.
- Identify programmatic and operational problems, investigate and evaluate alternatives and implement effective solutions.
- Interpret, explain and apply complex regulations, policies and procedures.
- Prepare clear, accurate and effective reports, correspondence, policies, informational brochures and other written materials.
- Represent the department and the Agency in meetings with others and make effective presentations to diverse groups.
- Organize and prioritize work and meet critical deadlines.
- Maintain accurate records and files.
- Exercise sound independent judgment within established policies and guidelines.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience:**

Master's preferable or BA with minimum of 8 years progressively responsible work.

Education: BA or Masters from an accredited college or university in Social Welfare, Planning, Public Administration, Public Policy, Public Health, Health Care Administration or a closely related field.

Experience: The equivalent of increasingly responsible, full-time, paid administrative experience in the evaluation of or planning for the delivery of health care or social services in a health care or social services agency, social planning, or community organization. (Note: The combination of training and experience must clearly demonstrate possession of the required knowledge and abilities.)

Licenses and Certifications: Must have a valid California driver's license, personal automobile insurance and ability to meet the driving record requirements for coverage under the 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.

**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.