



Children & Families Commission

INVITES YOUR APPLICATION FOR EXECUTIVE DIRECTOR



About First 5 Del Norte

First 5 Del Norte, also known as the Del Norte Children and Families Commission, was created by the California voters in 1999. A statewide initiative, Proposition 10 increased taxes on tobacco products, with the goal of creating a comprehensive and integrated delivery system of information, programs and services for young children. State funds are distributed to local counties based on the county's birthrate. In addition, the smallest counties receive Small Population County Funding Augmentation from First 5 California.

First 5 Del Norte is an independent entity of local government. Locally, First 5 serves as an advocate, convener, and catalyst to improve the lives of young children and their families. First 5 Del Norte is part of regional and statewide networks promoting systems and policies that benefit all children and families across California.

Our Vision

All Del Norte children thrive in supportive families, neighborhoods and communities and are nurtured to realize their unique and highest potential. Our children enter school healthy, developmentally ready and eager to learn. Parents feel valued in the community, and are knowledgeable about parenting skills, child development, family support services and community involvement. Services are structured to be integrated and seamless, responsive, culturally appropriate, sustainable and stable.

Our Mission

First 5 Del Norte will promote and enhance the health, development and wellness of children ages 0-5 and their families by utilizing, increasing and sustaining resources to support innovative, integrated, family-centered, culturally appropriate programs and services.

**For more information, please call 707.464.0955 ext. 2101 or
email Angela Glore at aglore@delnortekids.org.**

To apply, please send a cover letter, resume, and list of references to:

**First 5 Del Norte ED Search
494 Pacific Avenue
Crescent City, CA 95531**

First 5 Del Norte Children and Families Commission

Executive Director

JOB DESCRIPTION

SUMMARY: The Director works for the First 5 Del Norte Commission and reports to the Commission as a whole, but is supervised by the Chair of the Commission when need arises, especially between regular Commission meetings. The Director has responsibility for overall administration of the Commission's business which includes: 1) oversight of the annual budget and maintaining Commission financial practices that meet or exceed standards for government entities; 2) oversight of all special First 5 initiatives; 3) initiating and evaluating all programs funded as part of the Commission's Strategic Plan; 4) representing the Commission at local and statewide meetings; 5) maintaining compliance with the Small Population County Funding Augmentation requirements of First 5 California; 6) developing new grants that enhance the strategic plan goals; 7) promoting and developing collaborative relationships and agreements with community partners to provide enrichment programs and services for children 0-5 and their families and caregivers; 8) promoting the Commission's mission and vision among collaborative partners and within the community; 9) promoting and enforcing Commission policies; and 10) actively participating in regional and statewide networks.

The Executive Director works directly under the Commission and is an exempt employee. This is a full-time position with retirement and medical benefits. The position will start at 1.0 FTE (40 hours/week); in future years, the Commission will allow between 80% (32 hours/week) to 100% time (40hours/week).

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Monitor day-to-day operations of the Commission, and act as spokesperson on behalf of the Commission while conducting Commission business;
- Review and sign off on claims and payroll and act in general as fiscal agent for the Commission as outlined in Commission policy.
- Supervise staff as outlined in the First 5 Organizational chart and conduct annual performance evaluations;
- Develop and distribute official Commission agendas as required by the Brown Act, and ensure compliance with all required state and local laws related to the conduct of local government. Maintain and hold all official Commission records in a place accessible to the public, including agreements, contracts, meeting minutes and any other documents as required by law;
- Prepare and monitor, with Fiscal Staff, the First 5 Annual Budget, including special program and grant budgets.

- Comply with all fiscal and reporting requirements of First 5 California, the United States Department of Agriculture (USDA) and Rural Community Assistance Corporation (RCAC) and other granting entities;
- Ensure the timely completion of the Outside Audit of Financial Statements and submission of the Commission's Annual Report to First 5 California and state agencies;
- Manage the Commission's Grants Program, including applications, presentations, review and evaluation;
- Draft, with Counsel review, all legally binding documents, such as loans and promissory notes, contracts for service, leases, Memorandums of Understanding, and other documents as needed;
- Work closely with Commission members, elected officials and a variety of public and private partners, organizations and community groups to support improvements for young children and implement goals and objectives outlined in the Strategic Plan;
- Oversight and development of all Commission communication outreach, including newsletters, Website(s), Opinion Editorials and special communiques;
- Attend statewide meetings of the First 5 Association and First 5 California as needed;
- Monitor current and developing legislation and other opportunities for systems change at the state and local level, and report such legislation and other opportunities to the Commission on a regular and timely basis;
- Work to develop new funding sources to sustain Commission priorities, including, but not limited to, Dolly Parton's Imagination Library, school readiness and early literacy programs, and the Family Resource Center;
- Work to identify and encourage system changes to benefit children, families, and providers and organizations that support children and families;
- Participate in regional and statewide First 5 Network meetings and events and partner with sister Commissions as appropriate; and
- Other duties, as may be required from time to time, as deemed appropriate by the Commission.

QUALIFICATIONS

The Executive Director of First 5 Del Norte will have extensive knowledge of the importance of early childhood development and of the principles and practices of family support and prevention programs for young children and their families. The applicant will have demonstrated skill and knowledge in analyzing complex technical and administrative problems, evaluating alternative solutions and adopting effective courses of action, as well as establishing and maintaining sound, positive working relationships with community members, public and nonprofit organizations, appointed and elected boards and commissions. The ideal candidate has deep knowledge of the Del Norte community. The position requires a high level of administrative independence. High level writing and public speaking skills are a must.

DESIRABLE EDUCATION AND EXPERIENCE*

- Graduation from a four-year college or university with major course-work in a field related to social work, psychology, education, public or business administration, health services, and
- Three to five years of increasingly responsible experience performing complex budgetary, financial, policy and organizational duties, including experience working directly with an elevated board or commission and experience as a lead supervisor or professional management staff.

*Any combination of experience and education that will provide the required knowledge and abilities will be considered.

SALARY AND BENEFITS

First 5 Del Norte offers a locally competitive package of salary and benefits, including:

- Annual contribution to a qualified retirement account;
- Annual contribution toward a qualified insurance plan;
- 13 paid holidays annually; and
- Generous paid time off

After a one year probation period, the Commission will consider crediting additional years of service to the salary schedule based on experience and education.