



Head Start Manager

The SACRAMENTO EMPLOYMENT & TRAINING AGENCY (SETA), a joint powers agency of the City and County of Sacramento, was formed in 1978. From its inception SETA has been an effective force in connecting people to jobs, business owners to quality employees, education and nutrition to children, assistance to refugees, and hope to many Sacramento area residents. For additional information visit us at www.seta.net.

We are looking for a remarkable Head Start Manager to oversee the daily operations of an assigned units within the Children and Family Services Department.

Position Summary: The Head Start Manager is responsible for planning, directing, and coordinating the activities of several assigned Head Start/Early Head Start organizational units; assists the Head Start Deputy Director in the general administration of assigned programs; oversees and manages budgets; supervises and trains assigned staff; monitors and evaluates program quality; serves as a liaison with community groups and parent organizations; and sets goals and implements strategies for assigned units. The Head Start Manager shall have the knowledge, skills, and abilities relevant to human services program management.

Examples of Duties:

- Provides leadership, direction, and supervision for comprehensive services to content area staff
- Assures the highest quality and integrity in Head Start/Early Head Start program option services
- Compiles data analysis for reporting and program improvement plans
- Conducts the annual Head Start Self-Assessment
- Works closely with a variety of community organizations and develops Memorandums of Understanding with community partners
- Represents Head Start in community and public activities
- Maintains documentation for delivery of Head Start systems/comprehensive services
- Monitors and reports on Non-Federal Share (In-Kind) earnings
- Monitors and reports on services to children and families
- Provides training and technical assistance to delegate agencies/partners, program staff, and parents
- Assists in assuring compliance and integrity with written plans to include the program area plans
- Assists the Deputy Director in organization and implementation, to include appropriate operations of Head Start systems and comprehensive services, assuring compliance and integrity with the Head Start Performance Standards, Head Start Act, and Head Start Program Instructions and Information Memorandums
- Participates in or conducts necessary meetings
- Evaluates performance, ongoing development and training of department staff on program requirements, policies and professional customer services to clients
- Assesses training needs for both staff and providers and creates/monitors professional development plans
- Must be able to coach, mentor, and discipline staff and successfully enforce Agency policies and procedures
- Oversees day to day programmatic requirements and assures staff maintains appropriate procedures while performing duties
- Ensures that all records and statistics are properly maintained and reports are generated for compliance and integrity with federal funding
- Maintains full knowledge of program guidelines; learns and applies all functions of the department
- Maintains full confidentiality of information of clients and all Agency matters
- Must be able to work extended hours to meet agency and community needs
- Performs other duties as assigned by the Deputy Director

Salary: Based on experience.

Benefits:

Medical Benefits (6 plans to choose from)	Pension (mandatory contribution required)
Dental Benefits	Retirement Health Savings Accounts, 457 and 401A plans
Life Insurance	Paid Holidays
Vision Insurance	Paid Vacation
Educational Reimbursement: up to \$1500 annually	Paid Sick Leave
Access to the Public Employee Student Loan Forgiveness Program	Paid Management Time Off
Paid Jury Duty	Regional Transit Monthly Pass Reimbursement

Minimum Qualifications:

- I. At least five years of broad and extensive managerial experience in a public or private agency. At least three (3) years of this experience should have been in a supervisory/administrative capacity.

AND

- II. Possession of a Bachelor’s degree in Social Work, Public Administration, Business Administration, Education, or a related field. A Master’s Degree and Spanish language proficiency are highly desired.

How To Apply:

A completed SETA application must be submitted by the deadline date using the online application which can be found at <https://laserfiche.seta.net/Forms/app>.

POSTING DATE: Wednesday, September 5, 2018

FINAL FILING DATE: Tuesday, September 18, 2018 by 5 p.m. PST

SETA will not accept applications electronically submitted after the 5 p.m. deadline. Copies of all degrees, permits, and credentials must be attached to the application.

Upon job offer individuals will be required to complete a pre-employment health screening, TB test, background check, motor vehicle record check, and provide copies of immunization records for MMR, TDAP and flu (or flu waiver).

Auxiliary aids and services are available upon request to individuals with disabilities.

SETA is an Equal Opportunity Employer

