



# NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111

*Developing children, families and future leaders of our communities through empowerment, education and wellness from our house to yours.*

## JOB ANNOUNCEMENT

### DIRECTOR OF GOVERNANCE AND PROGRAM PLANNING

**APPLICATION DEADLINE:**

**OPEN UNTIL FILLED**

<b>Position no.:</b>	4021	<b>Union Status:</b>	Non- Union
<b>Starting Pay/ Range:</b>	\$38.48- \$42.47 per hr.	<b>Status/ Hours:</b>	Full Time/ Exempt
<b>Hours of Work:</b>	8:00 am- 5:00 pm	<b>No. of Weeks:</b>	50
<b>Dept. / Program:</b>	Head Start VP Office		
<b>Location:</b>	5660 Copley Dr., San Diego, CA 92111		

#### **Basic Job Assignment:**

Under general direction of the Vice President - CYFS, performs complex and difficult statistical and management analyses in support of the CYFS Program Governance administrative functions; performs analyses which support functions, projects, programs and initiatives in program governance administration and implementation; and performs related duties as assigned.

#### **Employment Requirements:**

The ideal candidate is a self-motivated, independent worker who possesses a solid understanding of Theory, principles, practices and techniques of public agency budget development and financing and procedural analysis; Applicable state and federal laws and regulations governing budgeting and financing of nonprofit agencies; Financial, statistical and comparative analysis techniques; ability to understand, interpret, explain and apply state, local and Association laws, regulations and policies regulating financial accounting, reporting and recordkeeping; Prepare clear, concise and comprehensive financial analyses, reports and presentation materials; Analyze and make sound recommendations on financial and budget data within areas of responsibility under intensive deadlines; has high regard for and ability to communicate using tact, discretion, and confidentiality; can communicate effectively with staff, managers, clients/ participants, and individuals of varying levels outside of the department and organization; Establish and maintain effective multi-agency and departmental contacts; is well organized and is able to plan and prepare in a thorough fashion; has excellent written communication skills; and has demonstrated experience working with culturally and ethnically diverse, low income or no income clients and unique populations.

#### **Qualifications:**

- Graduation from a four-year college or university with a major in public or business administration, early childhood education, or a closely related field; **AND**
- At least three years of progressively responsible experience performing complex financial, statistical and program analyses; **OR**
- An equivalent combination of training and experience.
- A valid California Drivers' License;
- Must meet and maintain state law and county licensing requirements regarding employment in a childcare center (fingerprints, TB, physical).



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### **Example of Essential Functions:**

- Manages the required approvals related to the Head Start Performance Standards;
- Coordinates Policy Council activities to ensure compliance with Federal requirements;
- Provides management and guidance of the governance process and support of parent involvement staff;
- Analyzes records and documents; prepares worksheets and related records to administer the Program Governance function; interprets and explains program governance provisions, rules, regulations and performance standards, and makes appropriate recommendations;
- Researches and recommends policies and procedures; participates in the development of Association or program governance policies and procedures;
- Develops, maintains and updates a variety of administrative and Program Governance tracking systems;
- Performs special cost, trend, impact and other analyses and drafts reports and recommendations on Program Governance to support department functions;
- Supervises Governance Staff and serves as a liaison to the Board of Directors;
- Supervises the implementation of the by-laws;
- Serves as a liaison and staff support of the NHA Board of Directors and Policy Council;
- Assembles data, conducts studies and prepares monthly and periodic reports and annual management status reports for Program Governance;
- Assists in analyzing and researching the basis for budget-expenditure variances; prepares variance reports for review;
- Consults with and advises management on Program Governance progress;

### **APPLICATION SUBMITTAL INSTRUCTIONS:**

Applications may be obtained at 5660 Copley Drive, San Diego, 92111; 841 S. 41<sup>st</sup> Street, San Diego 92113; or on the Agency website at [www.neighborhoodhouse.org](http://www.neighborhoodhouse.org). Completed applications may be mailed or delivered to the Human Resources Department at 5660 Copley Drive, San Diego, CA 92111 or scanned/ emailed to: [recruiting@neighborhoodhouse.org](mailto:recruiting@neighborhoodhouse.org).

Applications must be fully completed (per instructions), signed, and dated when submitted. Any applicable supplemental application questions must be attached to the application at the time the application is submitted. All statements on the application will be subject to verification and investigation prior to employment. In order for your education or certification(s) to be considered, you must attach a copy of your official degree transcripts or diploma or foreign equivalency report and/ or certification to your application. Please only submit the documents required.



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**NOTE:** Only those candidates being considered will be contacted for an interview and reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions of job on a case-by-case basis.

### **HOW DID YOU HEAR ABOUT THIS POSITION WITH THE NEIGHBORHOOD HOUSE**

- ☐ NHA Website ([www.neighborhoodhouse.org](http://www.neighborhoodhouse.org))
- ☐ Jobing.com
- ☐ Indeed.com
- ☐ Edjoin.org
- ☐ Jobs @ Head Start
- ☐ NPworks.org
- ☐ Caljobs.ca.gov
- ☐ Backpage.com
- ☐ CALSAC.org (CA School Age Consortium)
- ☐ Community College or University Website: \_\_\_\_\_
- ☐ Employee Referral: \_\_\_\_\_
- ☐ Other: \_\_\_\_\_

### **BENEFITS:**

Vacation; sick leave; 13 holidays; 2 personal days and 4 days bereavement leave; medical; dental; life and disability insurance; Social Security and Retirement Plan.

### **INTRODUCTORY PERIOD:**

All regular appointees serve 6 months introductory period.

### **CITIZENSHIP/IMMIGRATION STATUS:**

In accordance with the Immigration Reform and Control Act of 1986, Neighborhood House Association hires only U.S. citizens and others lawfully authorized to work in the U.S.

This Job Announcement is not an offer of employment. The provisions of this job announcement do not constitute an express or implied contract. Any of the provisions contained in this job announcement may be modified or revoked without notice. Any person who is hired may voluntarily leave their employment upon giving proper notice, and may be terminated by the Agency at any time and for any reason. Any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

**Please note that offers of employment are only valid if they are made by the Human Resources Department.**