

County of Humboldt Job Specification
CHILD AND FAMILY ADMINISTRATIVE MANAGER
Classification 1801
FLSA: Exempt



DEFINITION

Under the direction of the Director of the Humboldt County Children and Families Commission, plans, organizes, and directs the fiscal and administrative activities of the Commission. Supervises administrative staff. Provides guidance to Commission staff and community partners on best practices, assists in policy and procedure development for administrative and fiscal operations, including serving on the Commission administration team; manages special projects. Assumes management responsibility of the Director, including supervision of staff, when needed. Serves as a professional resource to Commissioners on fiscal and administrative services best practice. Performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Humboldt County Children and Families Commission Executive Director. Exercises direct supervision over child and family support staff.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, evaluating, and participating in the day-to-day activities of fiscal and administrative operations of the Commission. Responsibilities include directing the development of the Commission and Program budgets, oversight of all fiscal and administrative procedures, oversight of an annual independent audit, and supervision of professional staff. Incumbents serve as a professional-level resource for fiscal process and budget design, administrative practices, fiscal forecasting, and sustainability planning. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

This classification is distinguished from the Child and Family Support Program Manager in that the latter classification requires highly responsible management assistance in the provision of direct and indirect services to families with young children.

This classification is distinguished from the Children and Families Commission Director, which has overall administrative responsibility for all Commission functions and programs.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignment of different positions.

- Directs and participates in the development of the Commission and Program budgets. Presents budget to Commission and Committees. Monitors expenditures and compliance with approved budgets.

- Develops goals, objectives, policies, procedures, and work standards for fiscal and administrative activities, in alignment with the Commission's strategic plan and in consultation with community advisory committees, the Commission and the Director.
- Plans, organizes, and manages the activities of administrative staff.
- Ensures that the Commission is staffed with qualified individuals by resolving performance problems, documenting performance according to policy; training and developing staff; and assisting in the selection, hiring, and promotion of staff; provides guidance to subordinate supervisors regarding personnel matters.
- Coordinates annual audit with independent auditor. Provides financial information to the auditor as requested. Assists in preparation of financial statements as needed.
- Directs and/or completes all fiscal operations of the Commission, including paying bills weekly, submitting program invoices quarterly or as needed, preparing year-end adjustments, preparing needed tax filings, maintaining all records to GAAP standards, and verifying accuracy of all financial transactions.
- Directs and participates in all required budgetary and financial government reporting. Ensures accuracy and timeliness of submissions. Maintains records of all reports filed.
- Develops policies and procedures regarding the Commission's administrative functions that are in alignment with the Commission's strategic plan. Consults with community advisory committees, the Commission, and the Director. Maintains policy and procedure manuals.
- Oversee all contracts entered between the commission and contractors, grantors, and subgrantees. Ensure contracts meet all requirements of Commission and County policies. Direct and participate in preparation of contracts. Obtain appropriate approvals. Monitor compliance with terms of contracts.
- Act as liaison between Commission and County of Humboldt. Coordinate with County department staff.
- Oversee evaluation activities. Direct and participate in collection and analysis of program data and required reporting. Work with program staff to develop standards for evaluation of services and programs. Monitor evaluation of programs and services including making recommendations for quality improvement.
- Selects, trains, and motivates staff; plans, assigns, supervises, reviews, and evaluates staff; disciplines staff as appropriate.

Serves as a staff resource by providing consultation and guidance to staff or other County management and employees with respect to service delivery or operational effectiveness issues. Acts as the Children and Families Commission Director as assigned.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

QUALIFICATIONS

The requirements listed below are representative of the knowledge and ability required.

Knowledge of:

- Principles and practices of public administration, organizational planning, personnel management, and economic and procedural analysis.
- Principles and practices of employee supervision, including planning and assigning work, performance review and evaluation, discipline, and the training of staff in work procedures.

- Principles and practices of accounting, budget development, fiscal management, cost accounting, grants management, public agency funding and administration, financial planning and forecasting.
- Principles and practices of leadership.
- Principles and practices of program management including planning, development, implementation, and evaluation.
- Applicable state, federal and local laws, rules, and regulations.
- Explore and identify revenue paths to support children and families, both public and private.
- Principles and practices of program management including program development, funding sources, proposal writing, program evaluation and fiscal management.
- Equity principles and impacts of systemic racism and historical trauma.
- Methods and procedures for collecting, compiling, and analyzing statistical and demographic information and data including evidence-based practices.
- Business computer applications related to statistical analysis, database systems, and service records.
- Principles and practices of complex recordkeeping and documentation.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Interpersonal communication, team-building practices, and conflict resolution.
- Methods and techniques of communicating with diverse populations.

Ability to:

- Plan, organize, assign, direct, review and evaluate the work of others.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Delegate work assignments and appropriate level of responsibility to employees in order to ensure the completion of work assignments and projects.
- Work with diverse populations and communities in a culturally responsive manner and design program supports to address diverse needs.
- Analyze complex and sensitive administrative, budgetary, operational, economic, political, and organizational problems; evaluate alternatives, reach sound conclusions, and communicate recommendations to others.
- Develop, organize, coordinate, manage, and implement varying and multiple projects while meeting critical deadlines.
- Interpret, explain, and apply laws, regulations, and policies related to agency programs and services.
- Develop, organize, coordinate, and implement varied projects.
- Prepare clear and concise reports, correspondence, and other written materials.
- Plan, organize, direct, and coordinate fiscal and office support functions.

- Select, train, supervise and evaluate the work of a diverse subordinate support staff, through subordinate levels of supervision, providing for staff training and development.
- Make effective public presentations for public relations and educational purposes and to convey conclusions and recommendations.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Maintain accurate records and files.
- Establish and maintain effective working relationships with clients and partners from diverse populations.
- Establish and maintain effective working relationships with colleagues, grantors, grantees, and agency and community partners.

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:

Equivalent to a bachelor's degree from an accredited college or university with major coursework related to business, public administration, or related field.

and

five (5) years of increasingly responsible experience with fiscal reporting, budgeting, grant management, and government agency administration.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

- Mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle to visit various Commission and meeting sites; standing in and walking between work areas may be required; occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information; ability to lift, carry, push, and pull materials and objects up to 10 pounds.
- Vision to read printed materials and a computer screen.
- Hearing and speech to communicate in person and over the telephone.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

ENVIRONMENTAL CONDITIONS

- 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 members of the public and staff and/or public and private representatives in sensitive situations and around sensitive topics such as domestic violence,

substance use disorder, housing insecurity, child developmental concerns, or concerns related to interpreting and enforcing agency policies and procedures.

ADDITIONAL REQUIREMENTS

- The agency may require pre-employment screening measures before an offer of employment can be made, e.g., background screening, physical examination, etc.