

California State University, Fresno Foundation

ASSISTANT DIRECTOR – BAY AREA ACADEMY JOB ANNOUNCEMENT #15-765

POSITION SUMMARY:	<p>Assistant Director for the Bay Area Academy. Full-time, benefited position for the California State University, Fresno Foundation. The Bay Area Academy (BAA) is a program of the College of Health and Human Services, Department of Social Work Education at California State University Fresno. The California State University Fresno Foundation provides employment and fiscal oversight for the Bay Area Academy. The BAA provides classroom training, coaching and organizational support to child welfare staff and other IV-E eligible agencies in 12 Bay Area counties. The Assistant Director will provide program administration and leadership; including training and supervision of management staff, fiscal oversight of contracted services and program delivery. The Assistant Director is also responsible for conducting budget development, scopes of work and oversight of all contracts. The Assistant Director works in collaboration with Regional and Statewide partners. The Assistant Director works closely with the 12 Bay Area Counties' Human Service and Child Welfare Directors in program development, evaluation of the implementation of new practices, initiatives, training and work force development. The Assistant Director collaborates with Fresno State Foundation, the Department of Social Work Education, Central California Training Academy and the Bay Area Counties.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the general direction of the Project Director, this position will:</p> <ul style="list-style-type: none"> • Establish and maintain relationships with, state, CalSWEC, CWDA, Regional Training Academies and other training partners within the state of California • Ensure contract compliance and fiscal accountability for multiple projects, including effectiveness of services and contract requirements • Establish and maintain linkages with all constituents including, members of the Training Advisory Board, appointed by the BASSC Directors, county staff development managers, child welfare directors and representatives of other public and private agencies, to determine regional needs and methods for the Academy to meet those needs • Consult and advise on new policies, program guidelines and special projects • Supervise management staff • Serve on recruitment, screening and hiring committees for Bay Area Academy positions • Develop and revise position descriptions for new positions • Develop and modify current and new policies regarding Academy operations • Liaison with statewide and regional committees and executive boards • Serve as liaison for funding sources • Other duties as assigned
POSITION REQUIREMENTS:	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> • Master's degree in social work, counseling or other related field or Bachelor's degree with seven years of child welfare experience • Minimum five years experience in a public social service agency • Training experience and/or experience in coordinating program delivery in a staff development program • Extensive knowledge of Title IV-E funding and eligibility criteria • Demonstrated knowledge of current child welfare practice • Work effectively with multidisciplinary teams • Successful experience in conducting meetings and facilitating groups • General knowledge of principles of organization, leadership and management • Demonstrated professional writing and speaking skills • Fluency in computer skills, including word processing and spreadsheets

	<ul style="list-style-type: none"> • Ability to supervise staff with a variety of educational and professional backgrounds • General understanding of personnel rules, conflict of interest and confidentiality • Must possess a valid driver's license, reliable vehicle, and valid insurance as travel is required within the Bay Area and throughout the state
COMPENSATION:	\$7,852-\$8,621/month, DOE. Salary will be commensurate and competitive with experience and qualifications. Benefits include vacation, sick, holiday pay, health, dental, vision, life and 401(k).
DEADLINE:	Application review begins Friday, May 1, 2015. Open until filled.
TO APPLY:	<p>Please visit the Human Resources page at www.auxiliary.com for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:</p> <p>California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Ave. (there is no suite number) Fresno, CA 93710 Fax: (559) 278-0988</p> <p>E-mail completed application & resume to: HRAUX@LISTSERV.csufresno.edu</p>

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER