



**THE COUNTY of
SONOMA**

Invites Applications for



*Bilingual
First 5
Sonoma County
Executive Director*

Annual Salary:
\$91,186 to \$110,826

Plus bilingual pay

*Accepting applications
through:
February 13, 2012*



Sonoma County is seeking a skilled and dynamic bilingual public health professional who is passionate about improving the health and optimal development of the youngest members of our community as its First 5 Sonoma County Executive Director.

SONOMA COUNTY

Located an hour north of San Francisco, Sonoma County offers a rare and compelling array of scenic, recreational, and geographic options. Please visit www.sonomacountyconnections.org for more information about Sonoma County as a place to live, work, and build your career legacy.



DEPARTMENT OF HEALTH SERVICES & FIRST 5

The Department of Health Services is a large, complex department consisting of various divisions including: Administration, Public Health, Behavioral Health, and Health Policy, Planning and Evaluation. Please visit the department's website for information on its programs, services, organization and partnerships. www.sonoma-county.org/health

First 5 Sonoma County is one of 58 Commissions in California that invests funds locally to promote the healthy development of young children through age five. Funding comes from the Children and Families Act of 1998 (Proposition 10) through a tax on tobacco products. In FY 2010-11, First 5 Sonoma County received nearly \$3.9 million in funds and supplemented them with funds from our long-term sustainability fund to finance total expenditures of \$5.8 million. Local grantees delivered services to more than 25,000 of our youngest children, their families, and their providers.

A nine-member Commission, appointed by the County Board of Supervisors, works through First 5 staff to provide grants and technical assistance to funded partners to change outcomes for those most impacted by disparities. The work of the Commission is done within a committee structure in which Commissioners are active participants. Broad community and professional advisors participate in many roles. The Executive Director leads a staff of 5 supporting all committees, community outreach and internal operations.

First 5 Sonoma County's current strategic plan covers fiscal years 2010-11 through 2019-20. It includes program goals focused on ensuring children's health and healthy development, ensuring families are supported and nurturing, and ensuring that early care and education is of high quality, as well as goals to integrate systems and effect policy change to better serve children and families, and to engage the entire community to support achievement of First 5 Sonoma County goals. The plan is available online at www.first5sonomacounty.org

The First 5 Sonoma County Commission is an entity within the County, with independent authority over its strategic plan and local special revenue fund. As required by its establishing ordinance, the Commission follows County administrative procedures for processing its contracts through its administrative agent, the Department of Health Services. First 5 staff, including the Executive Director, are County of Sonoma, Department of Health Services civil service employees.

THE POSITION

Under general direction of the First 5 Sonoma County Commission, the Executive Director is responsible for planning and organizing the activities and staff in support of First 5 Sonoma County. The Executive Director is responsible for the successful implementation of the Commission's Strategic Plan and for carrying out the approved actions of the Commission. The Executive Director receives administrative direction from the Department of Health Services, Public Health Division Director and serves as part of the Public Health Division Leadership Team.

Responsibilities, key results, and expectations of the Executive Director include:

- Implement and facilitate the extension of First 5 Sonoma County's Strategic Plan for 2011-2020.
- Foster work environments that promote professionalism, diversity, mutual respect and productivity.
- Use data and knowledge of evidence-based practice to plan, implement and evaluate programs, establish clear goals and desired outcomes.
- Assure that Commissioners, staff, and community stakeholders have access to information and opportunities for input and engagement.
- Evaluate First 5 programs to insure effectiveness and improve quality.
- Monitor research trends and developing data in early care and education, maternal and child health, parenting, and early child development and disseminate information to the Commission.
- Serve as an active partner and convener in community efforts that support young children.
- Collaborate with local and statewide partners to improve policies and procedures affecting young children, their families, and caregivers.
- Prepare, present, and oversee the annual budget.
- Monitor First 5 compliance with statutory requirements for the use of funds received under the Children and Families Act of 1998.
- Facilitate the Commission's public meetings.
- Represent First 5 Sonoma County to the Board of Supervisors, the public, and to First 5 California, the First 5 Association, and county First 5s across the state.
- Facilitate effective communication with the media on behalf of the Commission.
- Prepare detailed reports and correspondence.



THE EXECUTIVE DIRECTOR CAN LOOK FORWARD TO

A majority of the Commissioners (five) will have been appointed in fiscal year 2011-12. The new Executive Director will need to support new Commissioners as they learn the current issues and priorities of the Commission and become engaged partners in the full implementation of the First 5 Sonoma Strategic Plan.

The new Executive Director is charged to implement and extend the current strategic plan from five to ten years. The Executive Director will need to quickly gain familiarity with the current levels of implementation and planning and be able to maintain and champion those efforts while successfully addressing plan areas where work remains to be done.

California's current economic and political climate has posed and will continue to pose challenges to funding for First 5 commissions across the state. Sonoma County has been an active participant in legal action that led to a recent Superior Court ruling that State legislators and the Governor acted illegally when they passed AB99 in an attempt to take \$1 billion from First 5 Commissions. The judge invalidated the law and protected the \$15.45 million that would have been Sonoma County's share of the take-away. The new Executive Director will support the Commission in its efforts to monitor and advocate for state funding preservation.

THE IDEAL CANDIDATE

The ideal candidate is a culturally competent, proactive leader who takes responsibility and has presence, demonstrates grace under pressure, and is a capable educator. He/she should be entrepreneurial, have a business-like approach, be visionary, see the "big picture," and be able to facilitate change and bring people together to build consensus. The Executive Director must be innovative, a quick study, and able to solve problems. He/she should be able to think outside the box.



He/she should be an inclusive team player, approachable, flexible, a motivator, have an open door policy, and be able to delegate. He/she must monitor performance without micromanaging, be supportive and a coach/mentor to staff, effectively manage the organization and handle confidential matters. The successful candidate will be comfortable with technology. He/she should be very visible in the community, culturally sensitive and comfortable working within a diverse organization and community. The selected candidate will be able to build consensus among Commissioners and community partners and be proactive in bringing issues to the Commission. He/she will keep the Commission informed in a timely and accurate manner, and provide professional recommendations in helping the Commission guide First 5 Sonoma County.

The successful candidate will have a high degree of honesty and integrity, be compassionate, personable, sincere, and kind, and be a good listener. He/she must be energetic, have a positive attitude, be politically astute, competent, and have a good sense of humor.



KNOWLEDGE AND ABILITIES

The selected candidate will have knowledge of:

- Trends and evidence-based practices in early childhood development, early care and education, parenting, maternal and child health.
- Provisions and requirements of the California Children and Families Act of 1998.
- Program development and evaluation.
- Techniques of building partnerships and collaboration externally and promoting team work internally.
- Principles, practices and techniques of administration, organization, budget preparation, public relations, and behavior change marketing, and methods of administrative problem solving.

The successful candidate will have the ability to:

- Engage and motivate community partners and inspire staff to work effectively together toward common goals and a shared vision.
- Plan, organize, monitor and evaluate the activities and staff of First 5 Sonoma County.
- Develop short and long-range plans that accurately reflect the work of First 5 Sonoma County.
- Establish and maintain effective working relationships with Commission members, the County Supervisors, governmental agencies, community groups, members of the public, and the media.
- Work collaboratively with business, funding partners, government, and the public.
- Speak effectively in public and be an effective communicator in other settings.
- Demonstrate substantial judgment and initiative in making recommendations and resolving problems that are highly complex and sensitive in nature.
- Formulate and implement policies, plans, and procedures for carrying out the functions of the Commission.
- Prepare the budget, monitor expenditures and revenues, and identify and utilize all available resources; maximize revenues through leveraging and grant seeking.



MINIMUM QUALIFICATIONS

Fluency in Spanish and English is required. Graduation from an accredited college or university with a degree in child development, health education or related subjects will satisfy the minimum education requirements for this classification. A Masters Degree in Public Health, Public Administration, Child Development, Child Health or a related field is highly desirable. Three years of progressively responsible experience in a public health, public policy or child development program, including at least two years in a supervisory or administrative capacity. Previous significant on the job training and experience relevant to First 5 is highly desirable.

Please see the on-line job announcement for more detail on minimum qualifications at www.yourpath2sonomacounty.org.

WHAT WE OFFER

The salary for the First 5 Sonoma Section Manager ranges from \$91,186 to \$110,826 annually depending on the qualifications of the successful candidate. The County also offers an attractive benefit package, Details are available at <http://hr.sonoma-county.org/content.aspx?sid=1024&id=1223>.

Due to ongoing fiscal issues, the County of Sonoma has implemented a Mandatory Time off Program for FY 2011-12. Prorated MTO hours of approximately 1.5 hours per pay period will be required of employees hired after January 1, 2012.

SELECTION PROCESS

Accepting Applications through: Sunday, February 13, 2012

Oral Examination Interview: Friday, February 24, 2012

Finalist Candidates invited to meet with stakeholder panel: Monday, February 27, 2012

Finalist Candidates meet with Department Selection Interview Committee: Thursday, March 1, 2012

Please be mindful of the planned timeframe. Although it may be subject to some change, it would be wise to plan availability around these dates and submit application materials as early as possible.

Please complete and submit an on-line application, available at www.yourpath2sonomacounty.org, by 11:59 p.m. on Sunday, February 13, 2012. Paper applications are available upon request.

County of Sonoma Human Resources
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Questions can be directed to Human Resources: David Phillips, Acting Human Resources Analyst II
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