



CITY OF OAKLAND
invites applications for the position of:
Head Start Facilities Coordinator

SALARY: \$4,724.35 - \$5,800.97 Monthly
\$56,692.20 - \$69,611.64 Annually

OPENING DATE: 11/06/17

CLOSING DATE: 11/17/17 11:59 PM

THE POSITION:

The City of Oakland is currently recruiting to fill one Head Start Facilities Coordinator vacancy within the Human Services Department. Under direction, the Head Start Facilities Coordinator position performs coordination of Head Start facilities maintenance and use; ensures facility safety and licensing requirements and regulations are met; maintains and tracks facility inventory; and performs related duties as assigned.

The ideal candidate has wide-spread experience in managing the oversight of multiple facilities and ensuring the health and safety of each location. Additionally, the ideal candidate has knowledge of facility maintenance for early childhood centers and the ability to work with both public and private sector employees and contractors.

This is a public contact position. Although no current vacancies require a specific language, the eligible list may be used to fill future vacancies that may require bilingual skills.

The eligibility list established from this recruitment may be used to fill other vacancies that occur within The City including full-time and permanent part-time positions, if applicable.

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EXAMPLES OF DUTIES:

- Provide oversight and maintenance of Head Start facilities and contractors providing facilities work.
- Work with contractors and city departments to ensure implementation of required maintenance and safety of facilities.
- Order, inventory and distribute office, program and maintenance supplies for facilities.
- Coordinate facility programming with users, coordinators and management staff.
- Ensure federal, state and local regulations for child care facilities are met.
- Identify facility maintenance needs; assist in the preparation of the budget; recommend allocation of funds for resources needed.
- Maintain accurate logs, records and reports to track facility data such as costs, inventory, codes and related information.
- Evaluate facility safety and works with Fire Inspectors to ensure local, state and federal fire codes are enforced and attained.
- Present and facilitate trainings for staff
- Participate in facility and safety reviews of program and contractor facilities and equipment for maintenance and safety.
- Maintain fleet inventory, coordinate scheduled maintenance and care of all city vehicles assigned to the Head Start program.
- Supervise, train and evaluate assigned staff.

MINIMUM REQUIREMENTS FOR APPLICATION:

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable:

Education:

High school diploma or equivalent. An Associate's degree from an accredited college or university in public health, education, public administration or a closely related field is desirable.

Experience:

Two years of progressively responsible work experience in facility maintenance. Work experience with social service, public health, or educational programs is desirable.

LICENSE OR CERTIFICATE

Successful Incumbents in this position are expected to operate automotive vehicles in the performance of assigned duties. Due to the nature of the assignment and hours worked, public transportation may not be a cost effective or efficient method for traveling to the various locations required. Individuals who are appointed to this position will be required to maintain a valid California Driver's License throughout the tenure of employment OR demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties.

OTHER REQUIREMENTS

Depending on nature of assignment, candidates who receive offers of employment will be required to submit fingerprints, undergo a criminal record clearance, and have a physical examination including a TB screening.

KNOWLEDGE & ABILITIES

Knowledge of:

- Standard policies and procedures for safety and maintenance in a human services environment.
- Local, State and Federal regulations and requirements for building maintenance and child care facilities.
- Child care licensing and child care food program regulations.
- The principles of management, supervision and training.
- Head Start Performance Standards.
- Standard records and data management.
- Report writing and report generation.
- Public contact and community relations.

Ability to:

- Interpret Federal, State and Local standards regarding facility requirements in a child care setting.
- Work with diverse populations including special needs families.
- Analyze and solve problems.
- Communicate effectively orally and in writing.
- Follow and adhere to Head Start Performance Standards.
- Work with a diverse client base.
- Work independently and set priorities.
- Write reports of a technical or evaluative nature.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

SUPPLEMENTAL INFORMATION:**The Selection Process**

Stage I: The first stage in the selection process will consist of a review of each applicant's employment application and supplemental questionnaire for minimum qualifications (weighted pass/fail). Applications submitted without all required materials will not be given further consideration.

Stage II: The second stage may consist of subject matter experts evaluating and rating the completed supplemental questionnaires. Applicant responses to the supplemental questions

must demonstrate the knowledge, skills and abilities listed in the qualifications section of this announcement. The evaluation of supplemental questions may be weighted 100% of an applicant score (before residency and/or veteran points) and may determine rank on the eligible list. If a sufficient number of quality application packets are received, the supplemental screening may be followed by a third stage and the most qualified applicants will be invited to the next stage. Meeting the minimum qualifications does not guarantee advancement to Stage III.

Stage III: The third stage may consist of a oral examination that may be preceded by a brief written exercise (weighted 100%) and that will test the knowledge, skills and abilities listed in the qualifications section.

The ranked eligible list may be developed directly from the supplemental screening OR the results of Stage III. Candidates must earn a scale score of 70 in this examination process to be placed on the eligible list for employment consideration.

The City of Oakland reserves the right to modify the selection process as necessary to conform to administrative or business necessity.

How to Apply

Apply prior to the closing time of the job announcement and allow at least an hour to submit your application if you are a new user on the system. **APPLICATIONS ARE ACCEPTED ONLINE ONLY.** You may apply and view current openings by visiting our employment opportunities webpage at: <http://agency.governmentjobs.com/oaklandca/default.cfm>

If you do not have access to a computer, there are computer stations available at any City of Oakland Public Library. There are also work stations at the Human Resources Management Department, 150 Frank H. Ogawa Plaza, 2nd Floor, Oakland, CA 94612. Work stations are available during regular business hours (normally 9:00 a.m. to 5:00 p.m.).

Our on-line application system is provided by NeoGov. If you have problems while applying online, please contact the Help Desk at (877) 204-4442.

You may also call the City of Oakland Human Resources Management Department during regular business hours at (510) 238-3112 for information.

Date of Examination:

To Be Announced

The City of Oakland is an EEO/ADA Employer.

ADVISORIES

Immigration and Reform Control Act: In compliance with the Immigration and Reform Control Act of 1986 the City of Oakland will only hire individuals who are legally authorized to work in the United States.

Exam Access Accommodation: In compliance with local, state and federal laws and regulations, the City of Oakland will employ and promote qualified individuals without regard to disability. The City is committed to making reasonable accommodations in the examination process and in the work environment. Individuals requesting reasonable accommodations in the examination process must do so no later than five working days after the final filing date for receipt of applications, otherwise it may not be possible to arrange accommodations for the selection process. Such requests should be addressed to the Department of Human Resources Management, 150 Frank H. Ogawa Plaza, 2nd Floor, Oakland, CA 94612-2019 or call (510) 238-3112 or TDD (510) 238-3254.

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<http://www2.oaklandnet.com/Government/o/HumanResources/index.htm>

150 Frank H. Ogawa Plaza - 2nd Floor
Oakland, CA 94612
(510) 238-3112

Position #17-PP128-10
HEAD START FACILITIES COORDINATOR
AD

Head Start Facilities Coordinator Supplemental Questionnaire

- * 1. Be sure to answer the supplemental questions thoroughly and accurately. Applicants are responsible for clearly, completely, and accurately identifying their qualifications. The rating of the supplemental questions may determine your application status and/or rank on an eligible list. I have read and understand the statement above concerning submission of supplemental responses.
 Yes No

- * 2. List any specific training (with dates) you have had to ensure facilities are maintained to meet all federal, state and local regulations with additional emphasis on health and safety issues.

- * 3. This position ensures facilities, equipment and materials are safe for children. What experience do you have in regards to the requirements and activities for this type of environment?

- * 4. Describe your experience working with multiple contractors and ensuring projects stay on time and on budget.

- 5. Describe your experience working with landlords and holding them responsible for any oversight of their rented facilities.

- * Required Question