



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

SALARY: \$6,645.81 - \$8,158.56 Monthly
\$79,749.72 - \$97,902.72 Annually

OPENING DATE: 11/06/17

CLOSING DATE: 11/30/17 11:59 PM

THE POSITION:

The City of Oakland is currently recruiting to fill one Head Start Supervisor vacancy within the Human Services Department. The Head Start Supervisor position plans, implements, monitors and evaluates the Head Start Program in compliance with Federal Head Start performance standards; and directs program component staff in meeting desired program goals and objectives.

The ideal candidate has extensive experience with Head Start and Early Childhood Education programs and possesses knowledge of Federal, State and local regulations governing these programs. Additionally, the ideal candidate has wide-ranging knowledge in overseeing contracted services, balancing multiple priorities and timelines, and keeping projects on schedule.

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:

- Plan, organize, supervise and review the day-to-day operations and activities of the program; ensure quality control, fiscal accountability and cost effectiveness standards are met; operates a motor vehicle in order to travel to various Head Start program sites and to conduct meetings with business and community leaders.
- Assign, train, supervise and evaluate the various component coordinators and administrative staff; coordinate component program to ensure compliance with federal mandates.
- Develop and modify policies and procedures for program operation/ administration; enforce program policies and procedures.
- Develop and prepare program budget; administer grant; develop and monitor required procedures.
- Serve as a liaison to businesses, community organizations and school officials in providing information and resources necessary to meet the recreational needs of the community; represent the Recreation Department at community meetings and events.
- Respond to inquiries or requests for service from interested community groups and citizens; assign staff to research information needed to respond.
- Prepare and analyze complex reports; maintain records.
- Direct the design, preparation and distribution of publicity including press releases, brochures, flyers, pamphlets and printed schedules; represent the department through the news media.
- Perform related duties as assigned.

MINIMUM REQUIREMENTS FOR APPLICATION:

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

Education:

A Bachelor's degree from an accredited college or university in behavioral science, social science, education or related field. A Master's degree is highly desirable.

Experience:

Four years of increasingly responsible work experience in community action, child development, early childhood education or related program including two years in an administrative or supervisory capacity.

LICENSE OR CERTIFICATE / OTHER REQUIREMENTS:

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 the 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:

- Principles and practices involved in Head Start program administration.
- Principles and practices of organization, management, supervision and training.
- Basic computer applications.
- Program planning and evaluation techniques.
- Federal, state and local laws and regulations regarding early childhood education programs.
- Contract negotiations and administration.
- Public speaking principles and practices.
- Public contact and community relations.
- Budget development and administration.

Ability to:

- Plan, organize, direct and evaluate an early childhood education program.
- Supervise, train and evaluate assigned staff.
- Interpret federal and state regulations pertaining to early childhood education programs and specifically Head Start Programs.
- Handle stressful or sensitive situations with tact and diplomacy.
- Negotiate and administer a variety of administrative contracts.
- Work independently and set priorities.
- Coordinate functions and activities between departments and outside agencies.
- Communicate effectively with a diverse group in both oral and written form.
- Prepare and administer a program budget and grant application.
- Prepare and analyze complex reports of a general or technical 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 an 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-SC160-10
HEAD START SUPERVISOR
AD

Head Start Supervisor 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. Please describe your experience overseeing contracted staff services. Be sure to detail key elements of successful oversight.

- * 3. Describe your experience collecting, analyzing, and using program data for identifying/correcting problems and for program planning.

- * 4. Describe your experience with budget development and tracking of funds. How would you oversee expenditures to ensure compliance?

- * 5. Supervising staff is a key part of the job. Please describe your experience providing supervision to staff that demonstrates your supervisory style. In your answer, include the number of staff and their job titles.

- * Required Question