

# California State University, Fresno Foundation

## ASSISTANT DIRECTOR – CENTRAL CALIFORNIA ADULT SERVICES TRAINING ACADEMY

JOB ANNOUNCEMENT #22-312

<p><b>POSITION SUMMARY:</b></p>	<p><b>50% time (20 hours per week), benefited position through the California State University, Fresno Foundation.</b> The Assistant Director fulfills a defined management, budget oversight and leadership role for the Central California Adult Services Training Academy (CCASTA), a sponsored project of the California State University, Fresno Foundation, under the auspices of the Social Welfare Evaluation and Research Training Center, an ancillary program of the Department of Social Work Education at California State University, Fresno. This position is responsible for performing work of an administrative, managerial, and professional nature under the general supervision of the Project Director/Principal Investigator (PI). The goals, objectives and deliverables of this position will be defined by the Project Director, the center mission, University and Foundation policies and procedures, state and federal guidelines and through communication with the source(s) of funding for the project.</p> <p>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 California counties' Human Service and Adult Services Directors, (CWDA) in program development, evaluation of the implementation of new practices, initiatives, training and work force development. The Assistant Director collaborates with the College of Health and Human Services Dean's office, Fresno State Foundation, the Department of Social Work Education, Central California Training Academy and the Bay Area Academy (BAA).</p>
<p><b>ESSENTIAL JOB FUNCTIONS:</b></p>	<p>Under the general direction of the Director, this position will:</p> <ul style="list-style-type: none"> <li>• Establish and maintain relationships with, California Department of Social Services (CDSS), County Welfare Directors Association (CWDA), Regional county Adult Services (AS) Deputies, Regional Training Academies and other training partners within the State of California</li> <li>• Serve as liaison and main point of contact with Post Award and Auxiliary Human Resources (HR)/Payroll. Direct point of contact to resolve any program issues in these areas.</li> <li>• Ensure contract review, compliance, budget development and oversight and fiscal accountability for multiple projects, including effectiveness of services and contract requirements</li> <li>• Establish and maintain linkages with all constituents including, members of CWDA Regional, county staff development managers, adult services directors/deputy directors and representatives of other public and private agencies, to determine regional needs and methods for CCASTA to meet those needs</li> <li>• Consult and advise on new policies, program guidelines and special projects</li> <li>• Carry out supervisory responsibilities in accordance with University and Foundation policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; evaluating performance; rewarding and disciplining employees; addressing complaints and resolving problems. Makes tangible employee decisions in consultation with Auxiliary HR (where needed).</li> <li>• Serve on recruitment, screening and hiring committees for CCTA positions</li> <li>• Develop and revise position descriptions for new positions</li> <li>• Develop and modify current and new policies regarding CCASTA operations</li> <li>• Liaison with statewide and regional committees and executive boards</li> <li>• Serve as liaison for funding sources</li> <li>• Serve as administrative backup for the Director in his/her absence</li> <li>• Other duties as assigned</li> </ul>
<p><b>QUALIFICATIONS &amp; EXPERIENCE:</b></p>	<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</i></p>

	<p><i>required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> <li>• Master’s degree in Social Work, Counseling or other related field or two (2) years of administrative experience</li> <li>• Five (5) years supervisory experience in a public social service agency</li> <li>• Three (3) years management experience in a public social service agency</li> <li>• Demonstrated ability to develop program budgets, track expenditures and contract compliance</li> <li>• Training experience and/or experience in coordinating program delivery in a staff development program</li> <li>• Extensive knowledge of Adult Services funding and eligibility criteria</li> <li>• Demonstrated knowledge of current adult services practice</li> <li>• Work effectively with multidisciplinary teams</li> <li>• Successful experience in conducting meetings and facilitating groups</li> <li>• General knowledge of principles of organization, leadership and management</li> <li>• Demonstrated professional writing and speaking skills</li> <li>• Fluency in computer skills, including word processing and spreadsheets</li> <li>• Ability to supervise staff with a variety of educational and professional backgrounds</li> <li>• General understanding of personnel rules, conflict of interest and confidentiality</li> <li>• Must possess a valid driver’s license, reliable vehicle, and valid insurance as travel is required within the State of California</li> </ul>
<b>SALARY/BENEFITS:</b>	<b>\$4,783.50 per month.</b> Benefits include health, dental, vision, life, and 401(k), vacation, sick leave, and holiday pay
<b>FILING DEADLINE:</b>	<b>Application review begins April 29, 2022. Open until filled.</b>
<b>TO APPLY:</b>	<p>Please visit the Auxiliary Human Resources page at <a href="https://auxiliary.fresnostate.edu/association/hr/">https://auxiliary.fresnostate.edu/association/hr/</a> 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 &amp; resume to: <a href="mailto:HRAUX@LISTSERV.csufresno.edu">HRAUX@LISTSERV.csufresno.edu</a></p>

## **RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION**

*California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>  
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**

California State University, Fresno Auxiliary Services is proud to be part of the Fresno State community. As part of the campus community, Auxiliary Services follows the CSU policy that requires all faculty, staff and students who are accessing campus facilities at any university location to be immunized (fully vaccinated) against the virus that causes COVID-19. The policy does allow for medical or religious exemption from the immunization requirement. Auxiliary Services requires all of its employees to be fully vaccinated against COVID-19 or present a medical or religious exemption and any appropriate backup documentation. Fully vaccinated is defined as having received the dose at least 14 days prior to being on boarded, if selected. Current and new employees are required to adhere to this policy by September 30, 2021 and remain in adherence after that date