

California State University, Fresno Foundation

ASSISTANT DIRECTOR – BAY AREA ACADEMY

JOB ANNOUNCEMENT #25-700

POSITION SUMMARY:	<p>Full-time, benefited position with the Bay Area Academy through the California State University, Fresno Foundation. The Assistant Director fulfills a defined management, administrative oversight, and leadership role for the Bay Area Academy (BAA), 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 administrative, managerial, and professional work under the general supervision of the Bay Area Academy Director/Co-Principal Investigator (Co-PI). The goals, objectives, and deliverables of this position will be defined by the BAA Director, the Executive 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 leading and supervising staff and overseeing contracted services, operations, program delivery, and special projects. The Assistant Director is also responsible for developing scopes of work and oversight of contracts. The Assistant Director works in collaboration with Regional and Statewide partners, including the California Department of Social Services, Regional Academies and closely with the 12 Bay Area counties' Staff Development personnel, Supervisors, and Managers in program development, evaluation of the implementation of new practices, initiatives, training and workforce development. The Assistant Director supports the Director in collaboration with the College of Health and Human Services Dean's office, Fresno State Foundation, the Department of Social Work Education, and the Central California Training Academy (CCTA).</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the general direction of the BAA Director, this position will:</p> <ul style="list-style-type: none"> • Support the Director in overseeing the planning, coordination, and execution of the Bay Area Academy's capacity-building programs, ensuring alignment with state and county needs. • Establish and maintain relationships with the California Department of Social Services (CDSS), Regional County Child Welfare Services (CWS) staff, Regional Academies, university partners, and other training partners in California. • Lead and manage special projects including initiatives that emerge throughout BAA's contract cycles that warrant contractual amendments. • Ensure the delivery of high-quality workforce development services to stakeholders, including county child welfare agencies, social workers, and other partners. • Collaborate with the Program Development Team, Learning Systems Team, and Independent Contractors to ensure effective program implementation, evaluation, and partnership-building. • Ensure contract review, compliance, and oversight for multiple projects, including effectiveness of services and contract requirements. • Establish and maintain linkages with constituents including county staff development managers, child welfare representatives of other public and private agencies, to determine regional needs and methods for BAA to meet those needs. • 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. • Lead and facilitate statewide and regional workgroups. • Serve on recruitment, screening, and hiring committees for BAA positions. • Assist in the development and revision of position descriptions for new positions.

	<ul style="list-style-type: none"> • Assist in the development and modification of current and new guidelines regarding BAA operations. • Serve as liaison with statewide and regional committees and executive boards when the Director is unavailable. • Serve as administrative backup for the Director in his/her absence. • 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 another related field • Five (5) years of supervisory experience in a public social service agency • Three (3) years of management experience in a public social service agency • Demonstrated ability to develop program budgets, track expenditures, and contract compliance • 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 • 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 California.
COMPENSATION:	<p>\$9,916.67 - \$10,250.00 per month (\$119,000 - \$123,000 annually). Salary will be commensurate and competitive with experience and qualifications. Benefits include health, dental, vision, life and 401(k), vacation, sick leave, and holiday pay.</p>
DEADLINE:	<p>Application review begins May 19, 2025; open until filled.</p>
TO APPLY:	<p>Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html for job announcement and application.</p> <p>E-mail completed application & resume to: auxiliary-hr@mail.fresnostate.edu</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.

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