

California State University, Fresno Foundation

INTERNAL APPLICANTS ONLY

ASSISTANT DIRECTOR –

SOCIAL WELFARE EVALUATION, RESEARCH, AND TRAINING CENTER (SWERT)

JOB ANNOUNCEMENT #26-823

POSITION SUMMARY:	Full-time, benefited position with the Social Welfare Evaluation, Research and Training Center (SWERT) through the California State University, Fresno Foundation. SWERT provides evidence-informed workforce development through classroom and virtual training, coaching, and organizational support for California's public human services workforce. Through the training academies, SWERT serves Child Welfare Services staff in 12 Central California counties and Adult Services staff in 24 counties, including 12 Central California counties and 12 Bay Area counties. These services strengthen the knowledge, skills, and competencies of the workforce to improve outcomes for children, dependent adults, older adults, families, and communities throughout the regions served. Under the general direction of the Project Director/Principal Investigator (PI), the Assistant Director serves as a senior leadership team member, providing organizational leadership, operational management, fiscal administration, and strategic support for SWERT, including Central California Training Academy (CCTA) and Adult Services Training Academy (ASTA). The Assistant Director supports the successful implementation of SWERT's programs by ensuring project goals, deliverables, budgets, contracts, and operations are effectively coordinated and administered in accordance with the Center's mission, California State University, Fresno Foundation and University policies and procedures, applicable state and federal regulations, and sponsor requirements. The Assistant Director will provide leadership for management staff, budget and contract administration, organizational operations, and continuous quality improvement across multiple projects. The position collaborates with regional and statewide partners, including Child Welfare Services and Adult Services leadership in Central California and the Bay Area, the California Department of Social Services (CDSS), the California Welfare Directors Association (CWDA), the College of Health and Human Services Dean's office, the Fresno State Foundation, the Department of Social Work Education, and the Bay Area Academy. The Assistant Director contributes to strategic planning, organizational development, workforce innovation, and the implementation of evidence-informed practices while cultivating collaborative partnerships that advance SWERT's mission and long-term objectives. A key component of this position is advanced expertise in cultivating and sustaining collaborative partnerships with state agencies, universities, academic institutions, and other strategic stakeholders.
ESSENTIAL JOB FUNCTIONS:	Under the general direction of the Project Directors, responsibilities include, but are not limited to, the following: • Cultivate and sustain strategic partnerships with the California Department of Social Services (CDSS), California Welfare Directors Association (CWDA), regional counties, Child Welfare Services and Adult Services Deputy Directors, Regional Training Academies, and other workforce development partners throughout the State of California to identify regional priorities and advance the Academy's strategic objectives. • Serve as the executive liaison in collaboration with Foundation/Post-Award, Auxiliary Human Resources (HR), and Payroll functions. Provide leadership in addressing and resolving programmatic and operational matters related to these areas. • Lead and coordinate of budget development, contract administration, fiscal stewardship, and accountability across multiple projects, ensuring alignment with contractual requirements and organizational objectives. • Ensure organizational compliance and alignment with statewide policies, strategic initiatives, program guidelines, and organizational priorities.

	• Provide leadership and direction for personnel management in accordance with University and Foundation policies and applicable laws. Responsibilities include participating in talent acquisition, hiring recommendations, employee development, performance management, recognition, corrective action, conflict resolution, and consultation with Auxiliary Human Resources regarding personnel matters. • Support and oversee recruitment, selection, and hiring processes for Academy positions. • Lead the development, implementation, and continuous improvement of organizational policies, procedures, and operational frameworks in collaboration with CCTA and ASTA leadership. • Represent SWERT on statewide and regional committees, advisory groups, and leadership workgroups, as designated by the Project Director. • Provide leadership to the Leadership Team and serve as the Project Director's designee, as assigned. • Represent the organization through regular travel throughout Central California, the Bay Area, and statewide in support of organizational priorities and strategic partnerships. A valid driver's license, reliable transportation, and current automobile insurance are required. • Perform other strategic responsibilities and duties as assigned.
POSITION REQUIREMENTS:	<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> • Master's degree in social work, Gerontology, Counseling, Public Administration, or other related field • Five (5) years of experience as a supervisor in a public social service agency. • Three (3) years of experience as a manager in a public social service agency. • Extensive experience developing relationships with public agencies and educational institution. • Experience in creation, tracking and developing agency budgets and the use of data resource tool. • Knowledge of the training platform and program development to deliver workforce development. • Extensive knowledge of Child and Adult Protective Services. • Extensive knowledge of Title IV-E funding and eligibility criteria • Ability to work effectively with multidisciplinary teams. • Successful experience in conducting meetings, facilitating groups, and leading productive discussions. • Demonstrated general knowledge of organizational, leadership, and management principles. • Ability to contribute to an inclusive work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds. • Demonstrated professional writing and verbal communication skills, with the ability to edit, synthesize, and produce clear, accurate materials from multiple sources.. • Demonstrated organizational, time management, and multitasking skills, with the ability to work independently, manage competing priorities, and successfully follow through on established work plans. • Demonstrated ability to communicate professionally and collaborate effectively with staff, partners, and other professionals while building positive working relationships. • Fluency in Microsoft Office Suite (Word, Excel), virtual meeting platforms (Zoom), and email/calendar. • Demonstrated ability to effectively supervise, mentor, and support staff with diverse educational and professional backgrounds. • Comprehensive understanding of personnel practices, conflict of interest standards, and confidentiality. • Must possess a valid driver's license, reliable vehicle, and valid insurance, as travel is required within the State of California.
COMPENSATION:	\$7,920 - \$8,100 per month (\$95,040 - \$97,200 annual), depending on qualifications and experience. Benefits include medical, dental, vision, life and 401(k), vacation, sick leave, and holiday pay.
DEADLINE:	Application review begins August 6, 2026. Position will remain open until filled.

TO APPLY:	Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html for job announcement and application. E-mail completed application & resume to: auxiliary-hr@mail.fresnostate.edu
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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