

California State University, Fresno Foundation

ASSISTANT DIRECTOR - ADULT SERVICES TRAINING ACADEMY

JOB ANNOUNCEMENT #24-658

POSITION SUMMARY:	<p>Full-time, benefited position with the Adult Services Training Academy through the California State University, Fresno Foundation. The Adult Services Training Academy is a program of the California State University, Fresno Foundation, under the auspices of the College of Health and Human Services, through the Department of Social Work Education. The Academy provides classroom and virtual training, coaching and organizational support to adult services staff in 12 Central California counties and 12 Bay Area counties.</p> <p>The Assistant Director fulfills a defined management, budget oversight and leadership role for the Adult Services Training Academy, a sponsored project of the California State University, Fresno Foundation, under the auspices of the Social Welfare Evaluation and Research Training Center (SWERT), 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 coordinating budget development, scopes of work and oversight of all program deliverables. The Assistant Director works in collaboration with Regional and Statewide partners. The Assistant Director works closely with the 12 Central California and the 12 Bay Area 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 SWERT.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Typical duties include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Under the general direction of the Project Director, this position will: • Establish and maintain relationships with, California Department of Social Services (CDSS), County Welfare Directors Association (CWDA), Regional county Adult Services Deputies, Regional Training Academies and other training partners within the State of California • Serve as liaison and main point of contact in conjunction with the Personnel Management Specialist for Post Award and Auxiliary Human Resources (HR)/Payroll. Work collaboratively to resolve any program issues in these areas. • Ensure contract review, compliance, budget development and oversight and fiscal accountability for multiple projects, including effectiveness of services and contract requirements. • Establish and maintain linkages with all constituents including, members of CWDA, CDSS, adult services deputy directors, county staff development managers, and representatives of other public and private agencies, to determine regional needs and methods for the Academy to meet those needs • Consult and advise on new policies, program guidelines and special projects. • Carry out supervisory responsibilities in accordance with University and Foundation policies and applicable laws. Responsibilities include interviewing, recommendations for 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).

	<ul style="list-style-type: none"> • Serve on recruitment, screening and hiring committees for Academy positions. • Develop and revise position descriptions for new positions. • Develop or coordinate and modify current and new policies in conjunction with the Training Operations Manager regarding program procedures. • Liaison with statewide and regional committees and executive boards, as directed by the Project Director. • Serve as liaison for funding sources. • Serve as administrative backup for the Director in his/her absence. • Contribute to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds. • Regular, ongoing travel throughout Central California and Bay Area and the state, which requires a valid driver's license, reliable vehicle, and valid insurance. • Other duties as assigned.
QUALIFICATIONS & EXPERIENCE:	<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, 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. • 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 Adult Protective Services. • Demonstrated knowledge of current adult services 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 the State of California.
SALARY/BENEFITS:	\$7,333.33 - \$7,916.67 per month (\$88,000 - \$95,000.00 annual), depending on qualifications and experience. Benefits include medical, dental, vision, life insurance, 401(k), vacation, sick and holiday pay.
DEADLINE:	Application review begins <u>November 18, 2024</u>. Position will remain open until filled.
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.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER