



**The San Gabriel/Pomona
PARENTS' PLACE
JOB DESCRIPTION**

TITLE: FRC/FEC DIRECTOR

POSITION DESCRIPTION: Acting under the direction of the Board of Directors of the San Gabriel/Pomona Parents' Place, the FRC/FEC Director is responsible for the management of day-to-day business operations of the Parents' Place Family Resource & Empowerment Center and is responsible for meeting the goals and objectives of the organization. Responsibilities include, but are not limited to: personnel, accounting, purchasing, contract administration, facilities management, grant research and development, strategic planning, outreach activities, development of policies and procedures, training, general reporting, and other assignments as required or directed by the Board.

MINIMUM QUALIFICATIONS: EDUCATION AND EXPERIENCE: Three years of experience working with families who have a family member with a disability and/or possession of an B.A., A.A., A.S. degree, desired in social work, childhood education or a related field or any combination that provides desired knowledge and abilities; must embrace family-centered values and the multi-cultural issues of Part B & C of IDEA; preferably a parent of a child with special needs.

KNOWLEDGE AND ABILITIES: Must have leadership skills to promote family and professional collaborations; working knowledge of supervision and training principles; able to instruct and motivate others; ability to manage time and schedule work; ability to exercise flexibility and explore alternatives, demonstrating creativity and motivation to accomplish goals and overcome obstacles; ability to work as a team member; able to present oral and written presentations to families and the community; work for a Board rather than a single supervisor. Computer knowledge and ability a must. Proficiency in a second language is preferred. Must be able to work independently, and work closely with community organizations.

OTHER: Full use of an automobile, possession of a valid driver's license and automobile liability insurance for the minimum amount prescribed by law; or ability to provide independent transportation.

TYPICAL PHYSICAL DEMANDS: Some local and statewide travel. Indoor office setting. Able to lift 25 lbs.

APPLICATION INFORMATION: The acceptance of an application will depend on the resume clearly demonstrating that candidate meets the minimum requirements. Based upon a review of application and supportive information, only the most qualified candidates will advance to the interview status. Interviews will cover experience, personal suitability, education and general ability to perform the duties of the position.

This position is funded by: California Early Start, and Early Start Plus from the Department of Developmental Services and the California Department of Education Empowerment grant. This is a one-year position (July 1-June 30 fiscal year) and Continuation of the position is contingent upon availability of funds. The San Gabriel/Pomona Parents' Place is an Equal Opportunity Employer and all employment is at-will.

GENERAL DUTY STATEMENT

FRC/FEC DIRECTOR

PERSONNEL:

- Hire, train and supervise Family Resource Specialists, and other personnel.
- Develop job description for new staff, initiate advertising, and hire new staff as needed.
- Update existing job descriptions as required.
- Oversee activities of resource parents, independent contractors and volunteers.
- Determine appropriate delegation of tasks and oversee projects on an ongoing basis.
- Monitor activities of 0—3 and 3—22 Family Resource Specialists, Warmline and key management personnel.
- Maintain confidential personnel records.
- Conduct evaluations and reviews.
- Develop policies and procedures and monitor staff for adherence to such policies and procedures.

ACCOUNTING:

- Payroll (audit payroll submissions, compile data by funding category and submit to CPA to issue checks).
- Accounts Payable (generate check requests for all payables and submit to CPA to issue checks).
- Accounts Receivable (assign funding category for all receivables, record and deposit all checks, and submit data to CPA).
- Maintain, audit and replenish petty cash box.
- Review all Claim sheets from CPA and submit to appropriate funding source for reimbursement.
- Purchasing (obtaining bids for major equipment and supervision of supply orders for office or functions).
- Develop budget. Maintain and compile records to meet inquiries by auditors and liaison with auditors.

STRATEGIC PLANNING

- Cooperate and supply information for consultant when developing a Strategic Plan.
- With direction from the Board, administer strategic programs to meet goals and objectives.
- Conduct grant research and author/co-write grant proposals (including budget requirements) that will benefit goals and objectives of Parents' Place.
- Administration of grants and contracts.
- Seek out possible funding opportunities, establish contacts and follow up to promote good public relations.
- Meet with key people to develop resources and gather information on resources for the Center.
- Develop contacts for MOU collaborations and review of agreements for Board approval.

OUTREACH

- Provide technical assistance and organizational support for outreach presentations and activities to agencies, hospitals, families and the community. Staff outreach tables at selected conferences, and community health fairs.
- Coordinate and monitor monthly schedules, activities, events and meetings.
- Publish and edit quarterly newsletter.
- Continual communication with funding sources, such as Regional Center, as well as, political leaders, and community leaders.
- Develop media contacts and meet with same to promote Parents' Place.

- Committee Member Responsibilities:
 - Empowerment Center board member
 - LICA-Local Interagency Coordinating Council
 - CAC-Community Advisory Committee
 - Meeting with key people in the Special Education field such as: SELPA-Special Education Local Planning Area Directors, District Special Education Directors

TRAINING:

- Attend conferences and training related to FRC/N and FEC activities.
- Attend selected trainings for specific disabilities where such training will benefit Parents' Place.
- Conduct staff trainings.

REPORTING:

- Prepare and submit monthly and quarterly, semi-annual or annual reports as required by each funding source and the Board of Directors.
- Ensure effective systems to track program outcomes and progress and regularly evaluate program components, to measure successes that can be effectively communicated to funders, program participants, and other constituents.
- Prepare and submit information for auditors.

BOARD RESPONSIBILITIES

- Monthly assembling of board package prior to meeting.
- Continual communication via telephone, e-mail or mail to keep board updated with the projects at hand.
- Receive direction from the Board and make it happen.

FACILITIES MANAGEMENT

- Negotiate contracts with vendors, and subcontractors for equipment leases (major and sensitive equipment) new phone systems, and copier.
- Assist in the design of website, social media, and negotiate contract for independent contractor.
- Negotiate annual office lease.
- Design office setup and assign employees to appropriate work stations.

ALLOCATION OF TIME SPENT

60% Administration: Personnel, Accounting, Facilities Management, Strategic Planning, Reporting, Board Responsibilities.

30% Outreach, Empowerment Center, Meetings with Directors of other organizations, manning tables at selected conferences.

10% Training: attending conferences/workshops and conducting staff trainings.

Supervision Received: Reports directly to The Board of Directors of the San Gabriel/Pomona Parents' Place Family Resource & Empowerment Center.

Supervision Exercised: Family Support Specialists, Independent Contractors and Volunteers.