invites applications for

EXECUTIVE DIRECTOR - COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY

Salary:
Up to $104,627/Annually
D.O.Q.
The Community

Madera County is the geographic center of the State of California. The County land area is 2,100 square miles, which encompasses the rich San Joaquin Valley, the Sierra Nevada, and the southern portion of Yosemite National Park. The County has a population of 153,000 with an unincorporated population of 76,000. Madera County enjoys housing one Community College campus and is just a short drive from California State University, Fresno and University of California at Merced. The county is located only 1-2 hours from a variety of recreational opportunities including hiking, skiing, boating, fishing, picnicking, wilderness adventures, recreation streams and lakes, 3 national parks, and the Pacific Ocean.

The Organization – Community Action Partnership of Madera County

The Community Action Partnership of Madera County (CAPMC) was established in 1964 under the Economic Opportunities Act to fight America’s “War on Poverty”. CAPMC is one of 58 Community Action Partnerships in the State of California focused on moving individuals and families out of poverty while teaching self-sufficiency. CAPMC serves over 15,000 individuals per year throughout the county of Madera via its programs in family services, victim services, homeless prevention services, crisis intervention, child care and child development services. CAPMC is a nonprofit public entity under the Madera County Board of Supervisors.

The Position

Under the general administrative direction of the Board of Directors for the Community Action Partnership of Madera County and the Madera County Board of Supervisors, the Executive Director plans, directs, manages, and oversees the functions, operations, and programs of the Community Action Partnership; serves as the Executive Director for the governing board and other administrative boards of the Community Action Partnership; manages the administration and implementation of Community Action services and programs; and performs any related work as required to obtain funding sources and implement new strategies to support the Community Action Partnership and the Economic Opportunities Act of 1964.

Additionally, the Executive Director is responsible for assisting the Board in the development of vision, mission, goals, priorities and objectives for the agency; management of personnel; budget development and implementation; and oversight of multiple programs, funding sources, facilities and assets. The Director will administer, direct and coordinate the daily operations of Community Action Partnership in accordance with the Board of Directors; and oversees approximately 300 full-time employees.
**Qualifications**

The ideal candidate will have seven (7) years of progressively responsible professional experience in the development and oversight of programs within a social, health or human services agency, which included at least three (3) years of grant writing and budget administration experience, as well as three (3) years of management or supervisory experience; equivalent to a Bachelor’s degree from an accredited college or university with major course work in Public Administration, Business Administration, Organizational Development, Liberal Arts, Social Work, Community/Urban Planning or a related field; and a valid Driver’s License issued by the California Department of Motor Vehicles.

*Must meet background and job related standards as established by Madera County to ensure the safety of department personnel and the general public. The background will include, but may not be limited to, fingerprinting for criminal record clearance, child abuse index checks and a current DMV report showing acceptable driving history.*

**Compensation and Benefits**

The salary for Executive Director – Community Action Partnership of Madera County is up to $104,627 annually. Madera County offers a benefits package that includes the following:

- **Defined Benefit Retirement Plan:** Membership in the California Public Employees’ Retirement System (CalPERS), including a 2.7% @ 55 Benefit formula.

- **Health/Dental/Vision Coverage:** Employees participate in the CalPERS Health Benefit Program. The County offers 100% employer-paid health/dental/vision insurance coverage for the employee for certain health plans and 50% of two-party or dependent coverage.

- **Deferred Compensation Plan:** Employees have the option to voluntarily participate in the County’s 457 tax-qualified program.

- **Life Insurance:** $50,000 County-paid life insurance policy.

- **Holidays:** 13 paid holidays per year.

- **Sick Leave:** 1 sick leave day per month, accruing without limit.

- **Vacation:** 2 weeks paid vacation after 1 year of service, accrual increasing thereafter with years of service (45 days maximum accrual).

- **Management Leave:** 40 hours of management leave per fiscal year.

**Recruitment Process**

A qualifications appraisal for the purpose of appraising the candidate’s education, experience, and personal qualifications will be scheduled for those candidates who meet the minimum qualifications, and will be administered by an evaluation of education and experience rating. The top eight (8) rated candidates from this evaluation will be provided with an additional questionnaire to complete and return to the Department of Human Resources by June 17, 2011. In addition, the top eight (8) will be invited to an interview before a screening panel on June 24, 2011. The top five (5) candidates rated by the screening panel will then be invited to an interview with five (5) members of the Board of Directors on June 30, 2011. The Board of Supervisors may limit the number of qualified applicants eligible to participate in the examination process. *All dates listed in this section are subject to change.*
To apply

AN OFFICIAL MADERA COUNTY APPLICATION, RESUME, AND COPY OF YOUR BACHELOR’S DEGREE MUST BE RECEIVED AT THE DEPARTMENT OF HUMAN RESOURCES BY 5:00 P.M. ON THURSDAY, JUNE 9, 2011. (The resume should be limited to only two (2) pages, and will not be accepted in lieu of the official application.)

For an official Madera County application, please view our website at: www.madera-county.com/humanresources/recruitments or contact the Department of Human Resources at 559.675.7705, or TDD 559.675.8970.

Postmarks are not accepted. Faxed application materials may be accepted under certain circumstances and with prior authorization of the Department of Human Resources. Application materials authorized to be received by facsimile will require that the applicant submit an application with original signature prior to the date of the interview.

Equal Opportunity Employer

Submit a completed application, and all additionally required materials to:

County of Madera
Department of Human Resources
200 W. 4th Street, 4th Floor
Madera, CA 93637

Special Note

The provisions of this job bulletin do not constitute an expressed or implied contract. The County of Madera reserves the right to make necessary modifications to the recruitment plan. Questions regarding this recruitment should be directed to the Madera County Department of Human Resources.

For additional information, the full job description is available for review by contacting the Human Resources Department at 559.675.7705, or by visiting www.madera-county.com.

Executive Director - Community Action Partnership of Madera County
May 11, 2011
(11-016)