

JOB ANNOUNCEMENT BULLETIN



NEIGHBORHOOD HOUSE ASSOCIATION
5660 Copley Drive • San Diego, CA 92111 • (858) 715-2642

POLICY COUNCIL TECHNICIAN **(0100-0208-OC)**

SALARY: Range 47 \$16.8827 - \$18.6354 per Hour

FILING DEADLINE:

Applications are being accepted until filled. Applications and job announcements may be obtained at the above address and 841 South 41st Street, San Diego, 92113; or you may refer to www.neighborhoodhouse.org.

DUTIES:

Provides technical assistance to Policy Council members in developing and maintaining by-laws, policies and procedures; serves as assistance for council meeting; stimulates interest in parent participation in all aspect of the Head Start program; processes parent and child claims; attends staff meetings and activities related to the Policy Council; prepares Policy Council agenda, meeting minutes, materials and correspondence; interfaces with vendors and agencies; prepares monthly report of Policy Council expenditures and balances the checkbook; orders and purchases supplies and requisitions funds as needed; provides technical assistance at council meetings.

MINIMUM QUALIFICATIONS:

Education, Experience & Training: Bachelor's Degree in the field of Human Development, Sociology or Social Science; or the equivalent of five years experience working in community services or a social services agency and working with a diverse group of adults.

Knowledge of: Recordkeeping, filing practices and procedures; federal, state and local laws and regulations applicable to Head Start and the assigned area of responsibility and expertise; Head Start Performance Standards; use of office equipment such as personal computers, fax machines, etc.

Ability to: Organize, set priorities and exercise sound independent judgment; interpret, apply, explain and reach sound decisions in accordance with program regulations, policies and procedures; perform basic accounting functions; communicate effectively orally and in writing; prepare clear, concise and accurate reports, correspondence and other written materials; exercise tact, objectivity and sensitivity in dealing with volunteers, parents and staff; organize and maintain specialized documentation and work flexible hours.

LICENSES & CERTIFICATION:

Must possess a Valid California Driver's License. Food Handling certification must be met within 90 days of employment.

PHYSICAL & MENTAL DEMANDS:

Employee is required to sit, stand and walk, talk or hear, both in person and by telephone; use hands to operate, finger, handle office equipment; reach with hands and arms; and lift up to ten pounds. This job requires: Close vision and the ability to adjust focus; use math and mathematical reasoning; analyze and solve problems; learn and apply new information or skills; work on multiple tasks with frequent interruptions.

APPLICATIONS OF CANDIDATES WHO DO NOT MEET THE STATED POSITION REQUIREMENTS WILL NOT BE CONSIDERED. ONLY THOSE CONSIDERED FOR INTERVIEW WILL BE CONTACTED.

The provisions of this job announcement do not constitute an express or implied contract.

SUBMISSION OF APPLICATIONS

Applications must be filled out completely and legibly. Applications may be submitted in person or by mail. All statements on the application will be subject to verification and investigation prior to employment. When a closing date is indicated, applications must be received by or before 4:30 p.m. on that date, unless otherwise stated on this job announcement.

POSITIONS REQUIRING DEGREE/ CREDENTIAL

Where required, an official transcript from an accredited college/university and/or Credential must accompany the application. Applicants who fail to comply with this requirement will not be eligible for interview.

BENEFITS

Vacation; sick leave; 13 holidays; 2 personal days and 4 days bereavement leave; medical; dental; life and disability insurance; Social Security and Retirement Plan.

HOURS

Unless otherwise stated in this job announcement, the normal workweek is eight (8) hours per workday for five (5) workdays (i.e., 40-hours per workweek), although the actual hours of work in the workday may vary between 6 a.m. – 11 p.m. Occasional weekend work may be required.

INTRODUCTORY PERIOD

All non-professional positions have an initial introductory period of six (6) months, and all Union professional positions have an initial introductory period of nine (9) months.

CITIZENSHIP/IMMIGRATION STATUS

In accordance with the Immigration Reform and Control Act of 1986, Neighborhood House Association hires only U.S. citizens and others lawfully authorized to work in the U.S.