

JOB DESCRIPTION

Job Title: *Operations Manager - CFNLP (6627)*

Job Summary:

The job of Operations Manager - CFNLP is done for the purpose/s of providing organizational and administrative management to the California Friday Night Live Partnership and to assist in the development, implementation, maintenance and training of the 56 county Friday Night Live programs. The Operations Manager provides administrative over site to the California Friday Night Live Partnership (CFNLP) in the absence of the Administrator.

Essential Functions:

- ▶ Analyzes data for the purpose of making statistical reports and preparing recommendations.

Skills, Knowledge and/or Abilities:

- ▶ **Skills to:**
 - develop mentor program content;
 - manage and supervise staff;
 - interpret and implement state and federal rules and regulations;
 - read and write technical data and collect, tabulate and analyze data;
 - design forms to record pertinent information;
 - effectively use statewide or local program resources for planning and disseminating information;
 - establish and maintain effective working relationships with state agency staff, Friday Night Live program coordinators, the general public and various organizations;
 - organize work and establish priorities with little or no supervision;
- ▶ **Knowledge of:**
 - mentoring standards;
 - TCOE fiscal procedures;
 - rules and regulations of state funding sources;
 - rules and regulations as they pertain to state and federal programs;
 - fiscal principles used in preparing fiscal reports and studies;
- ▶ **Ability to:**
 - travel statewide, overnight; using own transportation;
 - facilitate groups and meetings;
 - plan trainings and training retreats.

Responsibilities include: working independently under broad organizational guidelines with supervision focusing on results; directing other persons within a small work unit; and supervising the use of funds. Utilization of resources from other work units is required to perform the job's functions. There is an opportunity to impact the Organization's services

Experience Required:

- ▶ Five years of responsible fiscal, managerial, personnel, or government administrative work.

Education Required:

- ▶ AA Degree or BA preferred or the equivalent in social work, behavioral science, public administration or related field.

Certificates, Licenses, Clearances, Bonding and/or Testing Required:

- ▶ Valid California Driver's License and proof of automobile insurance.
- ▶ Department of Justice and FBI Fingerprint Response.

June 2001

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.