

Date Posted:

## **Texas Head Start Association**

### **JOB OPPORTUNITY POSTING**

**Job Title:** Community Action Manager

**Employer/ Agency:** City of San Antonio/Department of Community Initiatives

**Job Description:**

Under administrative direction, is responsible for supervising administrative or operative functions of the Community Action Programs and is responsible for liaison, coordination and staffing for the Community Action Board. Exercises functional supervision over professional and clerical staff.

**Essential Job Functions**

- Oversees the monitoring and planning for the Head Start program and delegated agencies;
- Oversees the development of program planning, monitoring and fiscal management of the division;
- Prepares grant applications, reports and plans for review of the division;
- Prepares drafts of all ordinances necessary to carry out the division;
- Coordinates with the Head Start Governing Body and Head Start Policy Council to obtain their input;
- Provides staff support to the Head Start Policy Council;
- Performs public service announcements for community action activities, coordinates with other social service agencies and mobilizes other funds;
- Manages, plans, supervises and coordinates the operations and activities of a City division;
- Works under administrative direction, exercising discretion in applying general goals and policies statements and in resolving organizational and service delivery problems;
- Organizes and directs the work of subordinate staff;
- Assumes significant responsibilities for the preparation and administration of an assigned budget;
- Participates in the development and implementation of goals and objectives for the division;
- Performs related duties and fulfills responsibilities as required.

**Qualifications:**

- Master's Degree from an accredited college or university with major coursework in Public Administration, Urban Studies, Human Resources Management, or related Social Service field;

- This position requires a valid Class "C" Texas Driver's License or obtain a valid Class "C" Texas Driver's License within thirty (30) days after becoming a resident of the State of Texas;
- Use of your own personal vehicle may at times be required and proof of liability insurance will be required;
- Substitution Ratio: Two years of related experience may be substituted for one year of higher education or one year of related higher education for two years of experience;
- **ANY APPLICANT SELECTED FOR EMPLOYMENT WITH THE CITY OF SAN ANTONIO MUST RECEIVE SATISFACTORY RESULTS FROM PRE-EMPLOYMENT DRUG TESTING, REFERENCES, BACKGROUND CHECKS AND CREDENTIAL VERIFICATION. ADDITIONALLY, EMPLOYEES IN SENSITIVE OR HIGH RISK POSITIONS ARE SUBJECT TO INTERVAL CRIMINAL BACKGROUND CHECKS AND IN ACCORDANCE WITH TITLE 49 CODE OF FEDERAL REGULATIONS, EMPLOYEES IN CDL POSITIONS ARE SUBJECT TO RANDOM DRUG TESTING.**

**Preferred Qualifications**

- Three years experience at a management level in the Social Service field;
- Previous experience with overseeing Head Start Programs;
- Knowledge of the Head Start Governance process and City Government;
- Knowledge of Federal and State rules and regulations pertaining to grant funded programs.

**Hours:**

- 7:45 a.m. - 4:30 p.m., Monday - Friday;
- At the Dept.'s Discretion, the Work Location and Work Days/Hours May Be Subject to Change;
- This position can be closed at any time.
- This position is a "grant funded" position and has no disciplinary appeal rights to the Municipal Civil Service Commission. This position is likewise subject to at-will employment status, and can be terminated at any time for any reason

**Salary:        \$62,660.05 - \$106,521.57 / Annually**

**Send your resume and cover letter to:        N/A**

**Attn: [Name of HR person]**

**Address:        115 Plaza de Armas**

**City, State, Zip:        San Antonio, TX 78205**

**Telephone:                N/A**

**Fax: N/A**

**E-mail Address: N/A**

**Application Method Preferred: on-line at [www.sanantonio.gov](http://www.sanantonio.gov)**

**Opening Date: 5/8/09**

*If your response to this job posting results in successful employment, please email THSA at [webmaster@txhsa.org](mailto:webmaster@txhsa.org) with the hiring details of your new job opportunity.  
Thank you*