



# COUNTY OF GLENN



Is recruiting for a

## SENIOR COMMUNITY ACTION MANAGER

### DEADLINE TO APPLY

**Wednesday, June 1st, 2022**

### COMPENSATION

**\$3,013.60- \$3,664.00 Bi-Weekly**

New employees should anticipate being hired at the beginning of the salary range.

Plus an excellent benefits package:

Mid Managers Association  
Summary of Benefits

### THE SELECTION

#### PROCESS

Candidates must submit a completed job application, resume and cover letter. Application packets will be screened and candidates considered best qualified will move forward to a competitive examination process, which may include a written exam, practical skills exam, an oral interview, fingerprinting/background check or medical examination process if applicable. Eligible lists are used for Full-Time (40 hrs./wk. with benefits), Part-Time (20-39 hrs./wk. with benefits), and Public Service employee (PSE) temporary (limited benefits).

### THE POSITION

This position under general direction, plans, organizes, directs, and controls the activities and staff for a variety of the Community Action Department programs. Incumbents in the Senior Community Action Manager classification work as a collaborative team to ensure effective department operations and services. This classification works under the direction of assigned executive level staff and performs related duties as assigned. This position is scheduled for forty (40) hours per week.

### THE IDEAL CANDIDATE

The ideal candidate will effectively provide senior leadership, managerial, and supervisory responsibility for Community Action programs, which provide direct service to the public, community, and other public agencies in the Colusa, Glenn, and Trinity Counties and/or region.

### WHAT YOU'LL DO

- Manages an area of department operations such as finance, budget, administration, program development and evaluation, and/or special projects.
- Assess service delivery to communicate findings to executive management, implements changes to improve efficiency and service quality, maximizes effectiveness of program operations, and ensures alignment with the agency's mission.
- Oversees personnel actions to determine compliance with policies and procedures, and provides guidance to subordinate supervisors regarding personnel matters.
- Prepares grants, budgets, and other material such as, Requests for Proposals, Requests for Qualifications, and other information, as needed by the program.
- Attends board meetings, board task forces, community organizations, interagency committee, and other meetings and conferences.
- Performs general administrative work as necessary, including preparing reports and correspondence, copying and filing documents, entering computer data, preparing spreadsheets, and custom reports.

A complete job description and list of duties can be found at  
[www.countyofglenn.net](http://www.countyofglenn.net)

**About Glenn County** Glenn County has a population of 29,132 and is located mid-way between Sacramento and Redding in Northern California. Glenn County is primarily an agricultural community with mountains on the west, the Sacramento River bounding the east side and the Interstate 5 corridor taking you through the rich farm land of the County. With over 1,188 farms, agriculture remains the primary source of Glenn County's economy. Major commodities include rice, almonds, milk products, prunes, bees and livestock.

## ARE WE A MATCH?

- You are able to apply knowledge of laws, regulations, and policies to decision making and problem solving to identify solutions and courses of action that are most appropriate or compliant.
- You have knowledge of program development, administration, and service delivery.
- You are able to be flexible in adapting to changes in priorities or resources that impact pre-established timeliness and courses of action.
- You have knowledge of principles and practices of organization, fiscal, administration, and personnel management.

## MINIMUM QUALIFICATIONS

### **EXPERIENCE AND EDUCATION:**

Bachelor's degree from an accredited college or university in public health, health services administration, business or public administration, social sciences, psychology, counseling, social work, or related field, AND, four (4) years of advanced journey level professional experience in a public or non-profit environment; including one (1) year in a supervisory capacity or administrative capacity. Increasingly responsible program or grant management experience may be substituted for up to four years of college.

OR

Master's degree from an accredited college or university in public health, health services administration, business or public administration, social sciences, psychology, counseling, social work, or related field, AND, two (2) years of advanced journey level professional experience in a public or non-profit environment; including one (1) year in a supervisory capacity or administrative capacity.

### **LICENSE OR CERTIFICATE:**

Possession of, or ability to obtain, an appropriate valid California driver's license. Some positions will also require program-specific licensure or certification.

## IMPORTANT APPLICATION INFORMATION

To apply for this job opportunity, submit a completed County of Glenn employment application packet online at [calopps.org](http://calopps.org) or to the Personnel Department: 525 W. Sycamore Street, Willows, CA 95988 by 5:00 P.M., Wednesday, June 1, 2022.

This recruitment may be used to establish a list to fill future vacancies for the next six (6) months.

### Application packets must include the following

- A Glenn County Employment Application
- Transcripts and/or Certificates
- Résumé
- Cover Letter

- The County of Glenn is an Equal Opportunity Employer. Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process should contact the Personnel Department.
- The above information is general in nature and does not constitute an expressed or implied contract. The County of Glenn has the right to rescind this recruitment at any time.