



**HEAD START
CHILDREN AND FAMILY SERVICES
SUPPORT SERVICES PROGRAM OFFICER**

We are looking for a Support Services Program Officer to provide supervision coordination and oversight for the provision of direct services and support services to children and families in the Head Start program operated by the Sacramento Employment and Training Agency (SETA).

The SACRAMENTO EMPLOYMENT AND TRAINING AGENCY (SETA), a joint powers agency of the City and County of Sacramento, was formed in 1978. From its inception SETA has been an effective force in connecting people to jobs, business owners to quality employees, education and nutrition to children, assistance to refugees, and hope to many Sacramento area residents. For additional information please visit us at www.seta.net.

Position Summary: Primary responsibilities include direction and coordination of integrated service delivery systems, supervision and the oversight of highly impactful child development center or multiple centers, programs and employees of various classifications.

Starting Salary: \$27.13 per hour



Benefits:

Medical Benefits (6 plans to choose from)

Dental Benefits

Life Insurance

Vision Insurance

Educational Reimbursement: up to \$1500 annually

Access to the Public Employee Student Loan Forgiveness Program

Paid Jury Duty

Pension (mandatory contribution required)

Retirement Health Savings Accounts and 457 plans

Paid Holidays

Paid Vacation

Paid Sick Leave

Regional Transit Monthly Pass Reimbursement

Minimum Qualifications:

EDUCATION:

- I. A Bachelor's or advanced degree in social services, child development, human development, mental health, psychology, or a closely related field and three (3) years of broad and extensive work experience in the development and administration of social service/child development programs, including at least two (2) years in a supervisory/administrative capacity; **OR**
- II. Six (6) years of broad and extensive work experience in the development and administration of social service/child development programs, including at least two (2) years in a supervisory/administrative capacity.



SPECIAL REQUIREMENTS

Possession of, or ability to obtain, a valid Class C California Driver's License is required. A good driving record of at least three (3) years duration, as evidenced by freedom from multiple or serious traffic violations or accidents, is required. Failure to obtain a Class C Driver's License will be evaluated on a case by case basis.

Who May Apply: This is an OPEN examination. Open to the public, current employees, and employees eligible for transfer or voluntary demotion.

How To Apply: A completed SETA application must be submitted by the deadline date using the online application which can be found at <https://laserfiche.seta.net/Forms/app>. **Copies of all degrees, permits, and credentials must be attached to the application.**



Upon job offer individuals will be required to complete a pre-employment health screening, TB test, background check, motor vehicle record check, and provide copies of immunization records for MMR, TDAP and flu (or flu waiver).

Posting Date: Tuesday, January 29, 2019

Final Filing Date: Monday, February 11, 2019 by 5 p.m.

SETA will not accept applications electronically submitted after the 5 p.m. deadline.

SETA is an Equal Opportunity Employer. Auxiliary aids and services are available upon request to individuals with disabilities.