



## Head Start Manager

The SACRAMENTO EMPLOYMENT & 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 visit us at [www.seta.net](http://www.seta.net).

We are looking for a talented Head Start Manager to oversee the daily operations of assigned content areas within the Children and Family Services Department. Content areas could include any of the following: Health, Nutrition, Mental Health, Data Systems, Monitoring, Enrollment, Family Engagement, School Readiness and Disabilities. SETA is a complex agency serving almost 5000 children at over 100 locations so the Manager should have experience with running large programs.

**Position Summary:** The Head Start Manager is responsible for planning, directing, and coordinating the activities of a several assigned Head Start/Early Head Start organizational units; assists the Head Start Deputy Director in the general administration of assigned programs; oversees and manages budgets; supervises and trains assigned staff; monitors and evaluates program quality; serves as a liaison with community groups and parent organizations; and sets goals and implements strategies for assigned units. The Head Start Manager shall have skills and abilities relevant to leadership, communication, goal planning and relationship building.

### Examples of Duties:

- Provides leadership, direction, and supervision for comprehensive services to content area staff
- Assures the highest quality and integrity in Head Start/Early Head Start program options services
- Compiles data analysis for reporting and program improvement plans
- Conducts the annual Head Start Self-Assessment
- Works closely with a variety of community organizations and develops Memorandums of Understanding with community partners
- Represents Head Start in community and public activities
- Maintains documentation for delivery of Head Start systems/comprehensive services
- Monitors and reports on services to children and families
- Provides guidance and direction to delegate agencies/partners, program staff, and parents
- Assists in assuring compliance and integrity with written plans to include the program area plans
- Assists the Deputy Director in organization and implementation, to include appropriate operations of Head Start systems and comprehensive services, assuring compliance and integrity with the Head Start Performance Standards, Head Start Act, and Head Start Program Instructions and Information Memorandums
- Participates in or conducts necessary meetings
- Evaluates performance, ongoing development and training of department staff on program requirements, policies and professional customer services to clients
- Assesses training needs for both staff and providers and creates/monitors professional development plans
- Must be able to coach, mentor, and discipline staff and successfully enforce Agency policies and procedures
- Oversees day to day programmatic requirements and assures staff maintains appropriate procedures while performing duties
- Ensures that all records and statistics are properly maintained, and reports are generated for compliance and integrity with federal funding
- Maintains full knowledge of program guidelines; learns and applies all functions of the department
- Maintains full confidentiality of information of clients and all Agency matters
- Must be able to work extended hours to meet agency and community needs
- Performs other duties as assigned by the Deputy Director

**Salary:** \$94,000-99,000 Annually/Depending on Experience and Education

**Benefits:**

Medical Benefits (6 plans to choose from)  
Dental and Vision Benefits  
Educational Reimbursement: up to \$1500 annual  
Access to the Public Employee Student Loan Forgiveness Program

Paid Jury Duty  
Pension (mandatory contribution required)  
Retirement Health Savings Accounts and 457 plans  
Management Leave(72 Hours)  
401 A with up to 4% matching  
Paid Holidays (13)  
Paid Vacation  
Paid Sick Leave  
Regional Transit Monthly Pass Reimbursement

**Minimum Qualifications:**

I. At least five years of broad and extensive managerial experience in a public or private agency. At least three (3) years of this experience should have been in a supervisory or administrative capacity.

AND

II. Possession of a Bachelor’s degree in Social Work, Public Administration, Business Administration, Education- Child Development, or a related field. A master’s degree and Spanish language proficiency are highly desired.



**How To Apply:** This is an Open Recruitment. Copies of all degrees, permits, and credentials must be attached to the application. Open to the public as well as current employees, and employees eligible for transfer or voluntary demotion. A completed SETA application or transfer form must be submitted by the deadline date using the online application which can be found at:



[Click Here to Apply](#)

**Posting Date: Wednesday, January 8, 2025**  
**Final Filing Date: Thursday, January 23, 2025 by 5 p.m.**



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).

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

