

Human Services Agency of San Francisco



THE SAN FRANCISCO OFFICE OF EARLY CARE AND EDUCATION

The San Francisco Office of Early Care and Education (OECE) was created by Mayor Edwin Lee in 2012. OECE is charged with aligning and coordinating federal, state and local funding streams to improve access to high-quality early care and education for children 0-5 years of age, to address the needs of the early care and education workforce, and to build early care and education system capacity. We work in close partnership with direct providers of early care and education services, as well as public sector agencies including: the Department of Children, Youth, and Their Families (DCYF), the Human Services Agency (HSA), San Francisco First Five Commission, San Francisco Unified School District (SFUSD), and the San Francisco Child Care Planning and Advisory Council. Together, we work to increase quality care accessibility, availability, and affordability to increase school readiness for all San Francisco children.

The OECE is provided back-office support by the Human Services Agency (HSA) through administrative supports such as Contracting, Human Resources, Information Technology, Facilities, Budget and Planning. HSA is an agency of the City and County of San Francisco and the central resource for public assistance in the City. HSA provides a safety net for individuals and families by offering income support, community-based living supports, and assistance getting food, housing, and health coverage. HSA offers programs and services that ensure the protection and safety of children, the elderly and dependent adults. HSA helps people secure employment through training, job search and child care assistance.

About The Employment Opportunity

0923 – Fiscal Strategies Manager

The Fiscal Strategies Manager is a key leadership position in the 20-person San Francisco Office of Early Care and Education. Reporting to the Chief Operating Officer, the Fiscal Strategies Manager oversees the management of OECE's funding portfolio and the staff team that manages relationships with OECE's grantees and contractors. The Manager oversees the local deployment of several federal, state, and local funding sources to ensure that families in need have access to high-quality early care and education options. The Program Manager will monitor more than seven different complex Federal and State programs (i.e. CalWORKs, California Alternative Payment Program, Early Head Start/Head Start, Title IV-E, and several Title V funding programs) and multiple local revenue sources including Public Education and Enrichment Fund (PEEF), and City General Fund. The Manager is responsible for effectively managing a team of five staff who each manage relationship's with direct service providers and other contractors, and coordinating the team's efforts with other units within OECE such as Data & Evaluation, Policy and Quality.

ESSENTIAL DUTIES AND PRIMARY RESPONSIBILITIES

- Optimizes the use of Federal, State and local funds to meet our strategic goals, including participating and/or leading policy, budget and resource allocation efforts.
- Manages the Fiscal Strategies Unit; works with other staff to identify and analyze issues; evaluate and/or create and implement goals, responsibilities, policies and procedures of the Unit.
- Supervises, evaluates and delegates work assignments of staff in the Fiscal Strategies Unit; coordinates and monitors the work of consultants and contractors working for the Unit.
- Coordinates the work of the Fiscal Strategies Unit with the efforts of the other OECE Units, including Data & Evaluation, Quality and Policy.
- Manages the Fiscal Strategies Unit's budget, which includes monitoring several contractors such as fiscal intermediaries and expenditures by direct service grantees; participating in budget development by providing detailed justification and persuasive arguments for proposals or initiatives; and forecasting budget needs and identifying opportunities for increased leveraging, efficiency, or effectiveness.
- Manage financial reporting for the Fiscal Strategies Unit, including providing executive management with early warning and practical options to potential cost overruns, threats to sustainability, and other challenges.
- Innovates new financing models to expand and improve early care and education services to children and families.
- Effectively communicates with staff, contractors/grantees, and community members; prepares reports, memoranda, and correspondence; and represents OECE and its executive leadership at various meetings and events at the Federal, State, and local levels.

MINIMUM QUALIFICATIONS

1. Education: Possession of a Bachelor's degree from an accredited college or university in Education, Early Childhood Education, Public Administration, Social Work, Social Sciences, Business Administration, Public Policy, Urban Planning/Studies or related field; **AND**
2. Experience: Four (4) years full-time professional experience managing increasingly complex child care subsidy programs serving 0-5 year olds in the public or non-profit sector under contract with a public agency with two of the four years supervising staff.

SUBSTITUTION:

Applicants may substitute one year of the experience requirement (Minimum Qualification #2) with a master's degree as described in Minimum Qualification #1.

DESIRABLE QUALIFICATIONS:

- Master's degree from an accredited college or university in Education, Early Childhood Education, Business Administration, Public Policy, Public Administration, Social Work Administration, Social Services and/or Child Development, Urban Studies or related field.
- Seven (7) years or more full-time experience managing increasingly complex child care subsidy programs serving 0-5 year olds in public or non-profit sector under contract with a public agency.
- Four (4) years of full-time experience managing at least three staff.

Salary and Employee Benefits

The salary range for this position is \$105,456 to \$134,576 annually. The City and County of San Francisco offers a competitive benefits package.

Link to Apply

<https://www.jobaps.com/SF/sup/bulpreview.asp?R1=PBT&R2=0923&R3=077788>. To be considered for employment, please submit an application through our online process. For more information visit the City's website at www.sfdhr.org.