



---

## EMPLOYMENT OPPORTUNITY

### PROGRAM MANAGER I

(Full-Time, Exempt, At-Will with Benefits Position)

**THE SALARY:** (This exempt position is paid on a bi-weekly salary basis of \$2,176.00)

**THE BENEFITS:** The Community Action Partnership of San Bernardino County (CAPSBC) a private, non-profit public benefit corporation offers a range of benefit programs for employees and their eligible dependents. This includes medical and dental plans which are 100% employer paid for employees; group life insurance coverage which is employer paid and provides an insurance benefit of two (2) times the annual salary up to \$200,000 plus AD&D coverage, voluntary supplemental life insurance coverage for interested employees; vision contact lens benefits every two (2) years subject to required employee co-pays, vacation is earned at a rate of 20 days per year (6.15 hours per pay period) for full-time employees and is available for use upon completion of a six month evaluative period; fourteen (14) paid holidays; sick leave is earned at a rate of 3.69 hours per pay period for full-time employees; 403b retirement program which CAPSBC contributes 6% of employee's gross salary, upon meeting eligibility requirements and employees may contribute up to the specified Internal Revenue Service requirements; Social Security paid by employees is matched by CAPSBC, as well as Medicare; merit advancement.

**WORK SCHEDULE AND HOURS:** Position is assigned to a 9/80 work schedule Monday – Thursday 7:30 a.m. to 5:30 p.m., Friday 8:00 a.m. to 5:00 p.m. with every other Friday off and is classified as exempt for overtime purposes consistent with the Fair Labor Standards Act.

**THE POSITION:** Under general supervision, this position will assume the day-to-day management responsibilities of CAPSBC's Asset Development Component. The position requires a high energy, motivated, results-oriented and competent person to oversee this challenging component. The Asset Development Component was designed to help low income families and individuals acquire financial literacy skills and provide them with the opportunity to acquire assets to sustain self-sufficiency. Current programs under the Asset Development Component include Individual Development Accounts (IDA) and Volunteer Income Tax Assistance (VITA). Individual Development Accounts (IDAs) are matched savings accounts that enable low-income families to save, build assets, and enter the financial mainstream. IDAs reward the monthly savings of working –poor families who are building towards purchasing an asset – most commonly buying their first home, paying for post-secondary education, or starting a small business. IDAs make it possible for low-income families to build financial assets they need to achieve the American Dream. Families that acquire appreciating assets are more economically secure, have more options in life and can pass on status and opportunities to future generations. IDA accounts are matched two to one, with the participant savings \$2,000 and the IDA Program matching it with \$4,000 for a total of \$6,000 with which to purchase an asset. The VITA Program offers free tax help to low-to moderate income people who cannot prepare their own tax returns or pay for the service. Certified volunteers sponsored by various organizations receive training to help prepare basic tax returns in communities across the country. CAPSBC's VITA

Program helps low-income taxpayers access tax credits, such as the Earned Income Tax Credit (EITC), to improve the quality of life of the working poor in San Bernardino County. This position will also be responsible to implement financial literacy workshops that will be offered as a service of CAPSBC, to help low income families with issues such as debt management, household budgeting, and credit repair.

**EXAMPLES OF DUTIES:** Plan, coordinate and administer a comprehensive program designed to provide a wide range of services to assist low-to-moderate income families and individuals in building assets; coordinate with financial institutions, educational institutions, private businesses, and organizations to identify potential customers and resources; develop and negotiate contracts with a variety of funding sources; initiate, plan and coordinate program monitoring and evaluation procedures to insure contractual compliance; make presentations before various groups to promote interest and understanding of IDA, VITA, and other programs; prepare comprehensive reports, correspondence, grant proposals and other related documents; supervise, train, and discipline staff; prepare budget projections; analyze budget reports and correspondence; attend meetings, workshops, seminars and conferences as assigned; provide vacation and temporary relief as required.

**MINIMUM QUALIFICATIONS:** **Education/Experience:** Applicants must have a Bachelors Degree in Public Administration, Business Administration, Social Work or related field (a transcript of records of your degree must be attached to your completed application). In addition, they must have a minimum of three (3) years of experience in a responsible management position with supervisory and administrative duties within an agency providing services to low-income or homeless persons and families. **Knowledge/Abilities/Skills:** **Very Good knowledge of:** Principles and techniques of supervision and training; principles and practices of contract administration and compliance; techniques of effective program monitoring and evaluation; principles of good organization and management. **Good knowledge of:** Budget functions and the budgetary process; principles of effective communication (oral/written); personal computer hardware and software applications; principles of financial literacy and asset development programs. **Ability to:** Plan, organize, schedule and direct activities of a major program; select, supervise, train and evaluate the work of subordinates; analyze and interpret contract language and legislation; develop and implement management information systems and procedures; write clear and concise reports, memoranda and letters; speak effectively before large groups of people; work effectively with the CAPSBC Board of Directors, the public and other state and local agencies; perform difficult mathematical calculations accurately; safely operate CAPSBC/personal vehicles for official business; travel throughout San Bernardino County and out-of-county (including overnight) as required; work effectively and within short deadlines and follow policies and procedures established by the department; work overtime as required; act independently and exercise sound judgment; speak, read and write English at a level appropriate to the position. **Skills:** Proficiently operate a variety of software applications to include Microsoft Word, Excel, Windows, PowerPoint, Access, Outlook, Exchange, E-mail and be able to conduct research on the Internet.

**SPECIAL REQUIREMENTS:** Applicants must possess/maintain a valid California Driver License, be insurable and have/maintain a good driving record throughout the course of employment. In addition, applicants must have access to a dependable vehicle and maintain state mandated personal automobile insurance coverage throughout course of employment. Applicants considered for an interview must submit a Department of Motor Vehicle (DMV) Driving Report (dated within previous 90 calendar days) upon request from the CAPSBC Operations Division. An unacceptable DMV Driving Report will result in no further consideration for the position applied for. Employees receive reimbursement per mile for use of his/her personal vehicle for business purposes (excluding driving from home and to work) based on the approved IRS mileage rate.

**SELECTION PROCESS:** Following an administrative review of each application, only the most qualified applicants will be invited to an oral interview. After the hiring interviews have been completed, a background check (including verification of criminal records, education, employment and social security) will be conducted on the candidate(s) being considered for employment. Once the background check(s) have been completed and reviewed, a conditional offer of employment will be made to the recommended applicant for hire. The conditional offer is contingent on the applicant passing a pre-employment physical examination only to include urine drug testing and TB screening. The recommended applicant shall submit original documentation to establish both work authorization and identity (per the Immigration Reform and Control Act of 1986). An offer of conditional employment will be withdrawn upon failure to pass the physical examination. As a condition of

employment, the recommended applicant must be able to participate in the agency's payroll direct deposit program or the offer of conditional employment will be withdrawn. In order to participate in the program, the recommended applicant must currently have / or be able to obtain (prior to hire date) a checking or savings account.

**APPLICATION:** Submit a completed CAPSBC Application form to the Operations Division, 696 S. Tippecanoe Avenue, San Bernardino, CA 92415-0610. Applications must be typed and not hand written. Applicants can go to the CAPSBC website to complete an application on line, print it and submit the completed application to the Operations Division. No hand written applications will be accepted for employment opportunities. If you change your address or phone number after filing an application, please notify CAPSBC Operations Division immediately. Resumes will **not** be accepted as a substitute for completion of the work history portion of the application. The information you provide will be used to verify and evaluate your qualifications. Failure to fully complete the application and/or provide information on it that clearly demonstrates possession of the position requirements will result in no further consideration.

**CAPSBC is an EQUAL OPPORTUNITY/ADA COMPLIANT EMPLOYER.** For further information regarding this position, please contact the Operations Division at (909) 723-1531.

**CLOSING DATE:** Continuous – until a sufficient pool of qualified applicants is identified or until the position is filled, then the recruitment will be closed.

**PUBLICATION DATE:** 11/01/10

# Community Action Partnership of San Bernardino County (CAPSBC)

## Employment Information

### Employment Procedures

CAPSBC job opening announcements are displayed in program/division offices and sent to various employment and community organizations. Advertisements are also placed in the San Bernardino Sun and other newspapers and the CAPSBC website. **Applications are accepted on a continuous filing basis until the position is filled.** Persons desiring to compete for a position must file an application. It is to the advantage of the applicant to ensure that each question on the application is completed fully. Resumes may be attached; however, **all education, experience, and background related to the position applied for must be written on the application** rather than simply stating “see resume.”

Each application undergoes a comprehensive evaluation of education, experience, and related background. CAPSBC reserves the right to rate applicants based on a review of the application materials and to invite the most qualified applicants to participate in successive parts of the selection process. CAPSBC conducts interviews with the finalists, and the appointing authority makes the final selection. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. “At-Will” employment can be terminated at any time with or without cause by the agency or employee.

For current employment openings and information, call the CAPSBC Operations Division at (909) 723-1531, 7:30 a.m. - 5:30 p.m., Monday to Thursday, Friday 8:00 a.m. -5:00 p.m., excluding holidays, or go to: [www.capsbc.org](http://www.capsbc.org)

### Pay and Benefits

A salary range, designed to keep CAPSBC very competitive, exists for each position. Appointments are made within the hiring range (with most employees starting at the beginning of the range) and include a six-month evaluative period.

### The Promise of Community Action

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.