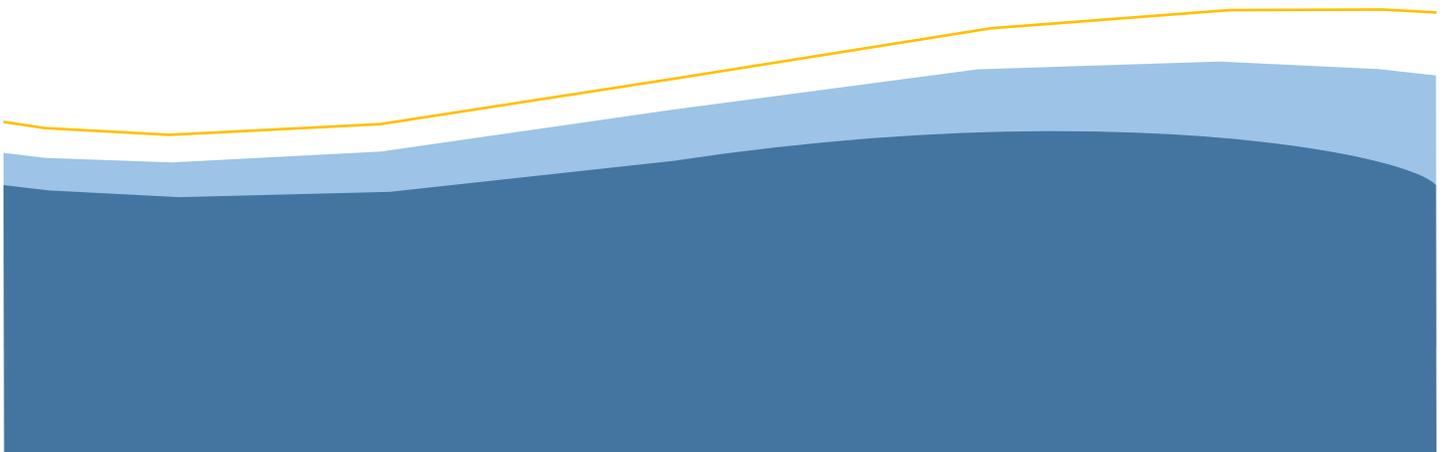


The Mariposa County  
First 5 Commission  
Invites Your Application For  
**Executive Director**  
Final Filing Date: March 1, 2019

The Mariposa County First 5 Commission currently funds three preschools and three program grants. The focus of the First 5 School Readiness Program is on the social, emotional and cognitive development of children three through five years-of-age. The Children's Dental Health Program emphasizes oral health, dental preventive care, dental education and dental treatments as needed. The Transitional Kindergarten Program supports an instructional aide in the classroom. This support allows for more individual time with students and extra help for students who need more one-on-one assistance.



## **VISION**

The Mariposa First 5 Commission has a vision that all children in Mariposa County will thrive in supportive, loving and nurturing environments, enter school healthy and ready to learn and become productive, well-adjusted members of society.

## **MISSION**

To provide for the optimal physical, emotional and intellectual growth of the young children of Mariposa County, the Commission will facilitate, through funding priorities and disbursement of Proposition 10 funds, the creation, implementation or enhancement of integrated and collaborative preventive services and programs.

### State First 5 Goals and Result Areas:

#### **Family Functioning**

First 5 county commissions fund the following services to help improve family functioning:

Adult education and literacy for parents

*Kit for New Parents* distribution

Family literacy

General parenting education programs

Behavioral, substance abuse and other mental health services

Community resource and referral services

Provision of basic family needs (food, clothing and housing)

Targeted intensive parent support services

Other family functioning support services

#### **Child Development**

First 5 county commissions fund the following services to help improve child development:

Preschool for three and four-year olds

State School Readiness programs and local match

Local school readiness

Early education programs for children (other than School Readiness and preschool programs)

Kindergarten transition services

Comprehensive special needs screening and assessments

Targeted intensive intervention for children identified with special needs

Early education provider programs

Other child development services

#### **Child Health**

First 5 county commissions fund the following services to help improve children's health:

Breastfeeding assistance

Home visitations for newborns  
Safety education and intentional and unintentional injury prevention  
Oral health  
Prenatal care  
Primary care services  
Comprehensive special needs screening and assessments  
Targeted intensive intervention for children identified with special needs  
Specialty medical services  
Tobacco cessation education and treatment  
Other health services

### **Systems of Care**

First 5 county commissions fund the following services to help improve systems of care:  
Provider capacity building (training and support)  
Community strengthening efforts (awareness and education events)  
Service outreach (planning, support and management)

## **The Position of Executive Director**

Under the direction of the Mariposa County First 5 Commission and according to policy direction, the Executive Director will have the responsibility of organizing and planning Commission meetings, programs and overseeing the grants and School Readiness Program. The Director will work closely with the Commission and private organization to ensure that the goals and mandates of Proposition 10 and the Commission community strategic plan are fulfilled. Some of the major duties will include: 1) preparing and monitoring budgets, 2) overseeing the School Readiness Program and grants, 3) distributing funds, 4) analyzing outcomes of programs and 5) evaluating employees.

### **Qualifications**

The Executive Director of the Mariposa First 5 Commission will have extensive knowledge of the principles, practice and programs related to prevention and early intervention on behalf of young children and their families. The applicant will have demonstrated skill and knowledge in analyzing complex technical and administrative problems, evaluating alternative solutions and adopting effective sources of action, as well as establishing and maintaining sound working relationships with a variety of citizens, public and community organizations, parents and employees.

### **Desirable Education and Experience**

Required: AA degree or two years of college. BA and Masters Degree preferred with major coursework in related field and five years of progressively responsible experience working with programs serving children, including two years of experience administering a non-profit program with grant development, writing and budget management responsibilities.

### **Salary and Benefits**

Monthly salary up to \$3,897.92 per month—maximum of \$46,775.04 annually, deferred compensation, \$208 monthly, and \$450 a month medical benefits.

County Holidays, 15 days of Vacation and 12 days of Sick Leave

Deferred Compensation of \$208 monthly employee match and \$450 a month towards medical benefits

## About Mariposa County

Mariposa County is located on Hwy 140 and is the gateway to Yosemite National Park. It is a mountainous rural area that extends from Yosemite to Catheys Valley. It is a beautiful part of California, and Mariposa Township is a rustic community that attracts tourists year round. The three First 5 preschools are located throughout the County and the funded grants stretch from Mariposa to Bootjack, Darrah and El Portal. The families of Mariposa County often lack resources, e.g., affordable child care, transportation and access to services. By providing preschools and grant opportunities, the children of Mariposa County have received readiness skills for kindergarten and other needed services.

## The Selection Process

A Mariposa First 5 Commission application and resume are required for the application process. The application can be obtained by email or by mail and is due no later than **March 1, 2019 by 5:00 P.M.** Please also submit any writing samples and/or references. If interested, please contact the Fiscal Analyst, Nikki West, at (209) 742-5437 or by e-mail at [First5mariposa@yahoo.com](mailto:First5mariposa@yahoo.com) for an application and the needed documents in order to complete the application process. No late or incomplete applications will be considered.

**Please mail or drop off your completed application in a sealed envelope to:**

Attn: Hiring/Interviewing Committee  
PO Box 966  
Mariposa, CA 95338

Once the application is received, the Hiring/Interviewing Committee will set up an interview date and time. For those meeting minimum qualifications, an evaluation of education, training and experience as described on your application will be performed. Those most qualified will be invited to an interview. As part of the interview process, you will be asked to complete two writing examples: 1) to interpret a budget report and 2) to prepare a brief grant report as part of the required First 5 California annual report.

For question regarding the application or interview process, please contact:

Nikki West, Fiscal Analyst  
5284 Hwy 49 N, Suite 2  
Mariposa, CA 95338

Phone: (209) 742-5437 [First5mariposa@yahoo.com](mailto:First5mariposa@yahoo.com)



The Mariposa County First 5 does not discriminate on the basis of mental or physical disability in the admission or access to, or treatment or employment in, its program or activities. The Commission Office is wheel chair-accessible by entering the front door of the office. The Mariposa County First 5 encourages applications from all persons regardless of their race, color, sex, religion, age, national origin, ancestry, gender preference, physical or mental disability, medical condition or marital status. Special arrangements may be made to accommodate disabilities or religious convictions.