



We need you with your talents and abilities to help eliminate the effects of poverty, to make our community a better place to live, and to help people obtain knowledge and skills to achieve self-reliance and economic stability.

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| Job Title: | Administrative Analyst |
| Position Type: | Regular, full-time, non-exempt level |
| Department: | Madera Head Start |
| Salary Schedule: | Range 23.0 (\$20.03 – 24.40 hourly) |
| Position Summary: | Under the immediate supervisor's direction, performs a wide variety of responsible budgetary, financial, administrative, and analytical support duties for the Head Start program; oversees assigned administrative processes, procedures, and programs associated with Head Start community assessments. |

Minimum Qualifications:

EDUCATION / EXPERIENCE:

- Bachelor's Degree with major course work in public administration, business management, finance administration, or a related field.
- Some administrative and analytical experience, preferably within a local government environment involving the collection, compilation, and analysis of financial, budgetary, or administrative data.

LICENSES / CERTIFICATES / PERMITS:

- Valid Class C California Driver's License
- Possess Pediatric First Aid and CPR certification annually.

ABILITY TO:

- Speak, read and write Spanish is preferred.
- Operate modern office equipment including computer equipment.
- Independently perform the full range of responsibilities and difficult analytical and administrative work involving the use of independent judgment and personal initiative.
- Understand the organization and operation of the assigned department and of outside agencies as necessary to assume assigned responsibilities.
- Effectively administer a variety of programs, functions, and administrative activities.

- Plan, organize, and carry out assignments from management staff with minimal supervision and direction.
- Conduct research on a wide variety of administrative topics including grant funding, service contract feasibility, budget and staffing proposals, and operational alternatives.
- Interpret and apply administrative and departmental policies and procedures.
- Organize and direct the work of assigned staff.

KNOWLEDGE OF:

- Basic principles and techniques of Head Start Management and Performance Standards.
- Research and reporting methods, techniques, and procedures.
- Sources of information related to a broad range of programs, services, and functions related to area of assignment.
- Public relations techniques.
- Modern office procedures, methods, and equipment including computer software and hardware.
- Principles and procedures of financial, statistical, and administrative record keeping.
- Theory, principles, and practices of accounting and auditing.

General Physical Requirements:

- Medium work: exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Selection Process:

Only applicants who meet the qualification standards of this position by the application filing will be allowed to participate in the examination process. Requests for a special accommodation to participate in the selection process should be made at the time you are contacted to schedule an interview. The selection process may include skill set testing, first and second round panel interviews. This position is open until filled.

Compensation and Benefits:

- Retirement: CAPMC's retirement plan is a 403(b) plan. Employees are eligible to make elective contributions to their 403(b) plan upon employment. Employees can participate in employer's contribution.
- Health Insurance: CAPMC provides eligible employees insurance coverage for medical, dental, vision and life through various policies.
- Employee Assistance Program: CAPMC offers an employee assistance program for employees and dependents that provides counseling and services when dealing with life's challenges.

General Information:

Applications may be obtained from CAPMC's website www.maderacap.org, visit 1225 Gill Ave Madera or calling the Human Resources Office at (559) 673-9173. Applicants must be submitted to the CAPMC's Human Resources Office.

The CAPMC is an equal opportunity employer. CAPMC provides equal employment opportunity to all persons regardless of race, national origin, religion, color, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, transgender, sex stereotyping, age, sexual orientation, military status, veteran status, and any status protected by applicable federal, state and local laws.

Appointment will be contingent upon passing a pre-employment alcohol and drug screen, fingerprint clearance and reference checks, pre-employment physical, immunization requirement, and TB test is required for Head Start budgeted positions.

Affirmative Action / Equal Employment Opportunity / Drug Free Employer