



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.

Job Title:	Program Technician
Position Type:	Regular, full-time, non-exempt level
Department:	Madera Head Start
Salary Schedule:	Range 18.0 (\$16.05 – 19.56 hourly)
Position Summary:	Under the immediate supervisor’s direction, will perform the necessary duties to assist in the planning and implementation of a comprehensive In-kind and data collection and the white fleet program for the Madera Head Start Department.

Minimum Qualifications:

EDUCATION / EXPERIENCE:

- Associate’s Degree in business administration or related field and 1 year of increasingly responsible experience in a clerical or secretarial field; **OR**
- High School Diploma or GED
- Two (2) years of increasingly responsible experience in a clerical or secretarial field.
- Ensures a minimum of 15 hours of professional growth hours are completed and documented annually.

LICENSES / CERTIFICATES / PERMITS:

- Must have a valid California class “C” driver’s license
- Possess Pediatric First Aid and CPR certification bi-annually.

ABILITY TO:

- Demonstrate sensitivity to the cultural/ethnic diversity of the service populations and to be sensitive to the needs of low-income families and children.
- Manually operate program equipment and machinery, such as the Agency’s computers, copy machines, and White Fleet.
- Effectively communicate with staff, parents, children, and agency / business representatives.
- Possess interpersonal, problem solving, and organizational skills.
- Manage time effectively and meet deadlines.
- Sustain cooperative relationships with those contacted in course of work.

- Follow work schedule as well as written and oral instructions.
- Speak, read, and write Spanish is preferred.

KNOWLEDGE OF:

- Early childhood growth and development principles.
- Transportation safety practices.
- Emergency / accident responding procedures.
- Computer applications; i.e., Microsoft Office products (inclusive of Word, Excel, Power Point, Outlook, Publisher, Access)
- Principals of data processing and record keeping skills.
- Basic business math.

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