

## **JOB DESCRIPTION**

**Job Title: Administrator - CFNLP (1031)**

### **Job Summary:**

The job of Administrator - California Friday Night Live Partnership (CFNLP) is done for the purpose/s of providing leadership, oversight and guidance to county Friday Night Live (FNL) programs across California (currently 54 counties). Under the supervision of the County Superintendent of Schools, administers, manages and develops the California Friday Night Live Partnership and the Friday Night Live system.

### **Essential Job Functions:**

- ▶ Administers/manages the fiscal system for the purpose of assuring that resources are managed according to accounting principles, funding source requirements and in compliance with local, state and federal specifications.
- ▶ Collaborates with other statewide systems, organizations, and agencies for the purpose of sharing methods of implementing a youth development framework.
- ▶ Collaborates with representatives of peer-driven system to build partnerships between the administrative office and the Friday Night Live field.
- ▶ Creates an environment in which a peer driven system can thrive for the purpose of enhancing learning opportunities for peers to teach each other.
- ▶ Creates a safe workplace and other learning environments for the purpose of modeling youth development principles.
- ▶ Designs/implements an array of training institutes for the purpose of ensuring the transference of best prevention practices and practical applications of the FNL model and the standards of practice.
- ▶ Develops revenues for the purpose of maintaining, developing, and fostering growth of the FNL system.
- ▶ Develops/enhances partnerships for the purpose of strengthening young peoples' abilities to be active resources in their communities.
- ▶ Makes public presentations for the purpose of representing the CFNLP at local, state, regional and national meetings, conferences and events.
- ▶ Manages/monitors contacts and consultant services for the purpose of developing and fostering partnerships with professional consultants for the benefit of the FNL system.
- ▶ Prepares reports and data as required for the purpose of ensuring compliance with local, state, and federal policies, regulations, and directives.
- ▶ Provides oversight of FNL's conceptual model for the purpose of ensuring consistency with the mission, youth development principles, best prevention practices, current research, and evaluation methodologies.
- ▶ Provides leadership for the purpose of enhancing the cultural competency of the FNL system.
- ▶ Supervises/evaluates staff for the purpose of increasing the effectiveness of the work and developing the capacity of staff, youth interns and volunteers.
- ▶ Trains/supports/guides staff for the purpose of increasing the effectiveness of the work and developing the capacity of staff, youth interns and volunteers.
- ▶ Understands the political dynamics of various organizations for the purpose of integrating appropriate issues, ideas, and concerns into the development of FNL.
- ▶ Works/partners with various federal, state, and local public and private agencies and organizations, e.g., the California State Department of Alcohol and Drug Programs, the County Alcohol and Drug Program Association of California, the California Friday Night Live Collaborative, and the Youth Leadership Institute for the purpose of defining collaborative opportunities.

### **Skills, Knowledge and/or Abilities:**

- ▶ **Skills to:**
  - facilitate small and large groups;
  - supervise and motivate staff;
  - communicate effectively in different settings;
  - manage multiple tasks, projects, and funding sources;
  - operate a computer;
  - write in a clear and concise manner.
- ▶ **Knowledge of:**
  - youth development theory and practice;
  - group process and dynamics;
  - organizational and systems theory;
  - learning methods for youth and adults;
  - methods of effective presentations;
  - computer software applications;
  - alcohol, tobacco, and other drug prevention strategies.
- ▶ **Ability to:**
  - prepare and deliver presentations;
  - travel frequently;
  - develop funding and other resources;
  - speak publically in a variety of settings.

Responsibilities include: working independently under broad organizational policies with supervision focusing on results to organizational objectives; managing a department; and determining the use of funds. Utilization of resources from other work units is required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 50% sitting, 20% walking and 30% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

### **Education Required:**

- ▶ Bachelors Degree required.
- ▶ Masters Degree preferred.

### **Experience Required:**

- ▶ Three or more years of progressively responsible leadership at the management level. Must have experience working with groups and organizations. The ideal candidate will be innovative and creative in planning, developing and implementing programs, projects, and ideas as well as developing the capacity of systems.

### **Licenses, Certifications, Bonding, and/or Testing Required:**

- ▶ California Driver's License and proof of automobile insurance.
- ▶ Department of Justice and FBI Fingerprint Response.

**March 2006**

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.