



## HEAD START CHILDREN AND FAMILY SERVICES SUPPORT SERVICES PROGRAM OFFICER

The SACRAMENTO EMPLOYMENT & TRAINING AGENCY (SETA), a joint powers agency of the City and County of Sacramento, was formed in 1978. From its inception SETA has been an effective force in connecting people to jobs, business owners to quality employees, education and nutrition to children, assistance to refugees, and hope to many Sacramento area residents. For additional information please visit us at [www.seta.net](http://www.seta.net).

### Program Summary

We are looking for a Support Services Program Officer to provide supervision coordination and oversight for the provision of direct services and support services to families in the Head Start program operated by the Sacramento Employment and Training Agency (SETA).

### Position Summary:

Primary responsibilities include direction and coordination of integrated service delivery systems, supervision of Family Engagement staff at multiple centers and employees of various classifications.

### Starting Salary:

\$33.25/Hr. to \$42.43/Hr. (New employees typically are hired at the first step. SETA's pay scale consists of six steps, each step increase is on an annual basis.)

### Benefits:

Medical Benefits (6 plans to choose from)  
Dental Benefits  
Life Insurance  
Vision Insurance  
Health Savings Account (HSA)  
Modern Health (Mental Health Wellness Program)  
Educational Reimbursement  
Public Employee Student Loan Forgiveness Program

Pension (mandatory contribution required)  
Retirement Health Savings Accounts and 457 plans  
Paid Holidays (13)  
Paid Vacation  
Paid Sick Leave  
Paid Personal Leave  
Paid Jury Duty  
Regional Transit Monthly Reimbursement



## Minimum Qualifications:

### EDUCATION:

- I. A Bachelor's or advanced degree in social services, child development, human development, mental health, psychology, or a closely related field and three (3) years of broad and extensive work experience in the development and administration of social service/child development programs, including at least two (2) years in a supervisory/administrative capacity;

OR

- II. Six (6) years of broad and extensive work experience in the development and administration of social service/child development programs, including at least two (2) years in a supervisory/administrative capacity.

### SPECIAL REQUIREMENTS:

Possession of, or ability to obtain, a valid Class C California Driver's License is required. A good driving record of at least three (3) years duration, as evidenced by freedom from multiple or serious traffic violations or accidents, is required. Failure to obtain a Class C Driver's License will be evaluated on a case by case basis.

**Who May and How to Apply:** **This is an OPEN examination.** Open to the public, current employees, and employees eligible for transfer or voluntary demotion. A completed SETA application or transfer from must be submitted by the deadline date using the online application:

[Click Here to Apply](#)

**POSTING DATE: Wednesday, May1, 2024**

**FINAL FILING DATE: Tuesday, May 14, 2024 by 5 p.m.**

Upon job offer individuals will be required to complete a pre-employment health screening, TB test, and background check.

SETA will not accept applications electronically submitted after the 5 p.m. deadline. Auxiliary aids and services are available upon request to individuals with disabilities.

