

**Community Action Agency  
of Butte County, Inc.**

**JOB ANNOUNCEMENT**

**Director of Planning &  
Resource Development**

**\$54,893.31 - \$70,369.11**

**Applications Due As Soon As Possible**



*ABOUT OUR COMMUNITY*

If you're looking for a great place to live and work, Community Action Agency of Butte County, Inc. might be just what you were looking for. We are located in northern California only three hours from San Francisco and Reno, and only 1½ hours from the State Capital in metropolitan Sacramento. Butte County is in the north end of the Great California Central Valley. It has the Sacramento River to the west and the Sierra Nevada Mountains to the east. It offers lifestyles from rural to suburban with education, cultural enrichment and outdoor recreation opportunities. Our largest city, Chico, is home to California State University, Chico with approximately 16,000 students. Chico was named as one of America's "Top 100 Art Communities" due to numerous specialties and events. Chico is home to nationally known creations from Orient & Flume glass blown art and Sierra Nevada Brewery. Picnicing, swimming, biking, jogging, disc golf and other outdoor recreation can be found in Bidwell Park, one the largest municipal parks west of the Mississippi River with 3,670 acres.

There are several public school districts and a progressive community college district. The cost of living is very reasonable. A variety of outdoor recreation opportunities can be found throughout Butte and the surrounding area. Lake Oroville offers boating, fishing and swimming; each September folks come to view the salmon run on the Feather River in Oroville. The surrounding foothills and mountains provide scenic vistas, camping, hiking and backpacking; the Town of Paradise is aptly named for it truly beautiful setting .

**ABOUT THE  
POSITION**

The Director of Planning and Resource Development is an exempt position and a member of the senior management team that provides planning and management support to the Agency; is responsible for researching and disseminating funding information, grant development and support of marketing efforts. The position will lead research and coordinate information on a wide variety of projects and programs funded by public and private agencies; to assess community needs of specific population groups and to do related work as required.

**MAJOR  
RESPONSIBILITIES  
AND DUTIES**

The Director of Planning and Resource Development supervises the planning process and informs the Agency and community based organizations about programs designed to meet the needs of the low-income population, including changes in laws, rules, and regulations which effect new and existing programs at local, State, and Federal levels. In addition, they will:

- Assembles information on available funding programs, methods of application, and the benefits and requirements of program participation;
- Has responsibility for contract and grant development;
- Conducts studies and performs analysis in the development of programs, proposals, and plans;
- Assists with the formulation and implementation of Resource Development Plans;
- Develops comprehensive data collection procedures for specific programs and funding sources as needed.

**QUALIFICATIONS**

Substantial successful experience in planning and resource development in a comparable organization, including

- Principles, practices and techniques of management/supervision of staff/volunteers;
- Funding methods, application and program requirements and related information to obtaining new sources of income;
- Compose clear concise grant proposals, program plans, evaluations, and reports;
- Operations of various levels of government or private organizations related to grant-in-aid and similar programs.

## ABOUT THE CAA

The Community Action Agency of Butte County, Inc. ("Agency") is an anti-poverty agency that seeks to improve conditions of low-income households. Using a variety of strategies, the Agency is a catalyst for change with individuals and communities. The Agency employs a variety of approaches including community economic development, human service delivery, planning/advocacy, micro enterprise and housing to improve conditions and create economic opportunities.

### **Background**

The Agency has operated a wide variety of programs and services since 1967, when it was formed. Subsequently it was incorporated as a private, non-profit, charitable corporation under the laws of the State of California. The Agency is governed by a Board of Directors comprised of local leaders in the private, public, and low-income sectors.

### **Present**

The Agency has a workforce of approximately 95 with a budget of \$8 million from multiple public and private sources. Agency programs operate through several departments: the Housing & Community Development Department, the Energy Training Center; the Food & Nutrition Department and the Esplanade House Transitional Supportive Housing Department. Each department operates various projects and programs that enable low-income families and persons to improve their lives. A community assessment is conducted periodically to ensure that use of resources addresses priority issues.

Butte County is rich in natural beauty, recreation, education and small industry, but is economically depressed. The County's per capita income is ranked 54 of 58 California counties. Butte County has been in transition from rural to urban status. One of five residents are elderly and 19.8% of the population is low-income. Unemployment is typically higher than the State average

### Our Mission

*CAA serves as a catalyst to reduce poverty and its symptoms through:*

*Providing quality services • Empowering individuals*

*Developing resources • Collaborating with others*

*Advocating on behalf of the economically and socially disadvantaged*

*Improving the conditions in which people live, learn and work*

### Our Vision

*We envision communities whose members feel secure and are self-sufficient*

## BENEFITS OF EMPLOYMENT

### **Salary Range**

- The salary range for this position is \$54,893.31 - \$70,369.11.

### **Health, Dental, and Vision Insurance**

- Currently the Agency pays 75% of the premiums for the employee and 50% for eligible dependents.

### **Life Insurance**

- There is a nominal fee for a \$25,000 life insurance policy covering the employee. Spouse and children coverage is also available.

### **Retirement Plan**

- Eligibility to make elective deferral contributions on your own behalf begin on or after the date of hire. Agency contributions are 6.25% effective after completing one-year of service (1040+ hrs).

### **Other Benefits**

- Employee Assistance Program.
- 3 accrued Personal Holidays Annually/12 Paid Holidays
- 2 weeks paid vacation for years 1 - 3
- 12 days accrued Sick Leave Annually

## **TO APPLY**

There is no due date for applications. Interested persons are urged to apply as soon as possible. A completed application is required and available at our website, [www.buttecaa.com](http://www.buttecaa.com). You may also request to have an application mailed to you, emailed to you, or you may pick it up at the following location: **COMMUNITY ACTION AGENCY OF BUTTE COUNTY, INC. Attn: Office of Human Resources; 2255 Del Oro Avenue; Oroville, CA 95965.** Please call Pamela Smith, Administrative Officer, at (530) 538-7559 x107 with any questions.



**COMMUNITY ACTION AGENCY OF BUTTE COUNTY, INC.**

2255 Del Oro Avenue; Oroville, California 95965 (530) 538-7559 FAX (530) 533-7470

INSTRUCTIONS TO APPLICANTS FOR THE POSITION OF:

**Director of Planning and Resource Development**

**Salary Range**

**Range 130 (\$54,893.31 - \$70,369.11)**

**Open until sufficient application received**

IMPORTANT INFORMATION, PLEASE READ CAREFULLY!

**AGENCY APPLICATION:**

Complete all pages of the application. Your signature is required. Do **NOT** use "See Resume" for any of the requested information. **Failure to provide any of the required information will result in the rejection or your application**

**COVER LETTER (REQUIRED)**

**RESUME and LETTERS OF RECOMMENDATION (REQUIRED)**

Current resume and letters of recommendation may be included.

**JOB RELATED TRANSCRIPTS OR CERTIFICATES ARE (REQUIRED)**

PLEASE SUBMIT APPLICATION PACKET IN THE FOLLOWING ORDER:

1. Cover Letter (required)
2. Agency Application (required)
3. Resume (required)
4. Letters of Recommendation (required)
5. Job related transcripts or certificates (optional)
6. Affirmative Action Questionnaire (optional)

PLEASE NOTE THAT IT IS YOUR RESPONSIBILITY TO PROVIDE ALL COPIES OF DOCUMENTS YOU ARE SUBMITTING. **THE COMMUNITY ACTION AGENCY DOES NOT MAKE COPIES FOR APPLICANTS.**

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

Application packets may be hand-delivered, faxed or mail to:

***Community Action Agency of Butte Co., Inc.  
2255 Del Oro Avenue  
Oroville, CA 95965.***

**DIRECTOR OF PLANNING AND RESOURCE DEVELOPMENT**

**DEFINITION**

Under general direction, to provide planning and management support to the Agency; to be responsible for researching/disseminating funding information, grant development and support of marketing efforts; to research and coordinate information on a wide variety of projects and programs funded by public and private agencies; to assess the needs of specific population groups; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is a management level classification for the position which supervises the planning process and informs the agency and community based organizations about programs designed to meet the needs of the low income population, including changes in laws, rules, and regulations which effect new and existing programs at the local, State, and federal levels.

**REPORTS TO**

Executive Director

**CLASSIFICATIONS SUPERVISED**

Various administrative support positions as assigned and volunteers.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

- Assembles information on available funding programs, methods of application, and the benefits and requirements of program participation;
- provides technical assistance to Agency staff and community groups;
- has responsibility for contract and grant development;
- conducts studies and performs analysis in the development of programs, proposals, and plans;
- assists with future development and evaluations of Agency programs, operations, and services;
- assists with IT planning and operations; researches source materials and obtains publications on Public and Private funded programs;
- confers with specialists in government/private funded programs and makes recommendations for or against program participation;
- assists with procurement of services and products;
- prepares the Community Action Plan and assists with the preparation of other new and renewal grant applications;
- serves on teams and planning/evaluation committees;
- recommends appropriate planning policies to the Executive Director;
- participates in meetings, committees and conferences;
- assists with the formulation and implementation of Resource Development Plans;
- develops comprehensive data collection procedures for specific programs and funding sources as needed;
- works with Senior Managers to prepare compliance and program progress reports as required;
- assists with the preparation of informational materials regarding the Agency.

**TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye hand coordination; lift and move objects weighing up to 25 lbs., corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

**TYPICAL WORKING CONDITIONS**

Work is normally performed in an office environment; frequent driving to different locations throughout the County; frequent contact with other staff and the public.

**DIRECTOR OF PLANNING AND RESOURCE DEVELOPMENT - 2**

**DESIRABLE QUALIFICATIONS**

**Knowledge of:**

- Principles, practices and techniques of management/supervision of staff/volunteers.
- Community programs for the low income and under privileged.
- Major benefits of programs available to the low income population.
- Grant and plan development.
- Evaluation and statistical methods.
- Sources of information regarding grant funded/donor resources.
- Funding methods, application and program requirements, and related information to obtaining new sources of income.
- Operations of various levels of government/private organizations related to grant-in-aid and similar programs.
- Principles of organization, planning, and coordination.
- Business practices and County economic trends.
- Computer applications for planning purposes.

**Ability to:**

- Plan, organize, coordinate, evaluate, and direct the work of staff and/or volunteers.
- Supervise computer planning functions.
- Research, analyze, and evaluate data to determine funding requirements for State, federal, and other grant-in-aid programs.
- Compose clear concise grant proposals, program plans, evaluations, and reports.
- Interface and integrate available programs with the planning processes.
- Establish and maintain cooperative working relationships.
- Effectively represent the Agency's policies, programs, and services with the public, community organizations, Agency staff, and other government agencies.

**Training and Experience:** Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- Bachelor's degree in Social Sciences or related field
- And**
- Minimum 4 years related experience in Human Services, Social Sciences, Public Administration, or nonprofit administration;
- Or**
- A combination of education and experience equal to 8 years related experience..

**Special Requirements:**

Possession of a valid and appropriate California Driver's License

**CERTIFICATION:**

I certify that I have read and understand the duties and responsibilities of my job description as outlined above.

\_\_\_\_\_  
(Employee's Signature and Date)

\_\_\_\_\_  
(HR's Signature and Date)

**Community Action Agency of Butte County, Inc. personnel are employed on an at-will basis. Employment at-will may be terminated with or without cause and with or without notice at any time by the employee or the Agency.**

Original to Personnel File, copy to employee



# COMMUNITY ACTION AGENCY OF BUTTE COUNTY, INC.

2255 Del Oro Avenue; Oroville, California 95965 (530) 538-7559 FAX (530) 533-7470

## EMPLOYMENT APPLICATION

So that you will receive full consideration for employment opportunities at Community Action Agency of Butte Co., Inc. please be certain to fill in all the spaces on the agency's application form. If any information is missing, your application may be rejected.

APPLYING FOR THE POSITION OF: \_\_\_\_\_

NAME: \_\_\_\_\_  
FIRST MIDDLE LAST

OTHER NAMES USED: \_\_\_\_\_

PHONE: ( ) MESSAGE PHONE: ( ) SOC. SEC. NO.: \_\_\_\_\_

ADDRESS \_\_\_\_\_  
PRESENT STREET/MAILING ADDRESS CITY STATE ZIP CODE

DRIVER'S LICENSE NUMBER: \_\_\_\_\_ CLASS \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

### EMPLOYMENT ELIGIBILITY VERIFICATION:

Can you, after employment, submit verification of your legal right to work in the United States? YES ( ) NO ( )

LIST ANY RELATIVE NOW WORKING FOR THIS AGENCY (Please attach additional sheets if necessary): NOT APPLICABLE ( )

NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A CRIME OTHER THAN A MINOR TRAFFIC VIOLATION? YES ( ) NO ( )

If you answered YES to the above question use the space below to explain. You may attach an additional sheet if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### EDUCATION/TRAINING

PLEASE READ THE MINIMUM QUALIFICATIONS SECTION ON THE JOB DESCRIPTION BEFORE FILLING OUT THIS SECTION. Please list specifics that qualify you for the position for which you are applying. Failure to list required qualifications will eliminate you from consideration.

| School                         | Name and Location | Years Completed | Did you Graduate? | Major | List Degree/Diploma |
|--------------------------------|-------------------|-----------------|-------------------|-------|---------------------|
| High School                    |                   |                 |                   |       |                     |
| College or University          |                   |                 |                   |       |                     |
| Vocational, Trade, or Business |                   |                 |                   |       |                     |

LICENSES/CERTIFICATES (ATTACH DOCUMENTATION):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EXPERIENCE/ EMPLOYMENT HISTORY-** PROVIDE PAST TEN YEARS (OR MORE ) PREVIOUS EMPLOYMENT HISTORY (FULL-TIME, PART-TIME, PAID OR UNPAID/VOLUNTEER) PERTINENT TO THE POSITION FOR WHICH YOU ARE APPLYING. **DO NOT USE "SEE RESUME" FOR ANY OF THE REQUESTED INFORMATION ON THIS FORM.** RESUMES MAY BE ATTACHED, BUT THEY WILL NOT BE ACCEPTED IN PLACE OF A PROPERLY COMPLETED CAABCI EMPLOYMENT APPLICATION FORM. ACCOUNT FOR ALL PERIODS (THREE MONTHS OR MORE) OF UNEMPLOYMENT. PLEASE ATTACH ADDITIONAL SHEETS IF NEEDED.

|  |                         |                |                     |
|--|-------------------------|----------------|---------------------|
| FROM:(MM/DD/YY) TO (MM/DD/YY)<br>_____ | JOB TITLE:              | EMPLOYER NAME  | PHONE NUMBER<br>( ) |
| TOTAL: _____ YR. _____ MO.             | SUPERVISOR'S NAME/TITLE | ADDRESS        |                     |
| HOURS PER WEEK:                        | SALARY<br>\$ PER        | NO. SUPERVISED | REASON FOR LEAVING  |

DUTIES: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

IF YOU ARE CURRENTLY EMPLOYED, MAY WE CONTACT YOUR PRESENT EMPLOYER? YES ( ) NO ( )

|  |                         |                                    |
|--|-------------------------|------------------------------------|
| FROM: (MO. /YR.) TO: (MO. /YR.)<br>_____ | JOB TITLE:              | EMPLOYER NAME /PHONE NUMBER<br>( ) |
| TOTAL: _____ YR. _____ MO.               | SUPERVISOR'S NAME/TITLE | ADDRESS                            |
| HOURS PER WEEK:                          | SALARY<br>\$ PER        | NO. SUPERVISED REASON FOR LEAVING  |

DUTIES: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

|  |                         |                                    |
|--|-------------------------|------------------------------------|
| FROM: (MO. /YR.) TO: (MO. /YR.)<br>_____ | JOB TITLE:              | EMPLOYER NAME /PHONE NUMBER<br>( ) |
| TOTAL: _____ YR. _____ MO.               | SUPERVISOR'S NAME/TITLE | ADDRESS                            |
| HOURS PER WEEK:                          | SALARY<br>\$ PER        | NO. SUPERVISED REASON FOR LEAVING  |

DUTIES: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



COMMUNITY ACTION AGENCY OF BUTTE COUNTY, INC.  
AFFIRMATIVE ACTION QUESTIONNAIRE

To aid the Community Action Agency in its commitment to Equal Employment Opportunity, we ask applicants to voluntarily provide the following information on this form in order to comply with federal Equal Employment Opportunity law requirements. Your cooperation in providing this information is essential to the success of the research and evaluation program. This information is solicited on a voluntary basis and will **not** be used to make any decision about your eligibility, selection, or employment. This information will be separated from the application and will only be available to authorized personnel, and only for research and statistical purposes. It will **not** have any effect upon your application..

Position Applied For: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Where did you hear about the job? \_\_\_\_\_

Please check the following applicable lines:

**Gender**

**Veteran**

Female \_\_\_\_\_ Male \_\_\_\_\_

Disabled \_\_\_\_\_ Vietnam Era \_\_\_\_\_

Other \_\_\_\_\_

**Ethnic Origin:** The following ethnic categories have been identified by the Equal Employment Opportunity Commission (EEOC). Please check one space only for the ethnic category you most closely identify with.

African American \_\_\_\_\_

\*American Indian \_\_\_\_\_

Caucasian \_\_\_\_\_

Asian or Pacific Islander \_\_\_\_\_

Filipino \_\_\_\_\_

Latin American/Latino \_\_\_\_\_

Hispanic \_\_\_\_\_

Must be Federally enrolled and / or have recognized tribe designation, or in the process of doing so.