



CALIFORNIA INDIAN MANPOWER CONSORTIUM, INC.

738 North Market Boulevard
Sacramento, California 95834
(916) 920-0285 • 1-800-640-CIMC • (916) 641-6338 FAX
1-800-748-5259 (TDD/Hearing Impaired)
www.cimcinc.org

JOB ANNOUNCEMENT

POSITION: CCDBG Program Specialist (Open) **CLOSING DATE:** March 8, 2019
WORKSITE: CIMC Central Office **STARTING SALARY:** \$21.97 to \$22.87 per hour
738 North Market Boulevard DOE
Sacramento, CA 95834 **CONTACT PERSON:** Diana Alvarez
Human Resource Manager

RESPONSIBILITIES: The CCDBG Program Specialist shall be responsible for monitoring and inspecting all child care providers registered with the CIMC CCDBG Program to insure compliance with required program standards. Conduct announced and unannounced inspections of providers to ensure providers meet required health and safety standards. Provide technical assistance and health and safety training to providers. Establish a rapport and partnership with providers under the CCDBG program. Distribute program information and assist with the recruitment of program participants.

REQUIREMENTS: At least three (3) years related program experience in federally funded programs demonstrating the knowledge and abilities, and an Associates degree with major work in Business or related field. A valid driver license, own automobile, good driving record, and adequate insurance.

KNOWLEDGE OF: Child Care and Development Block Grant Program requirements; health and safety requirements for child care providers; basic computer operations; standard systems and procedures for keeping complete records.

ABILITY TO: analyze and interpret program rules, regulations, and operating procedures; analyze data, maintain and organize information and records and prepare reports; present information effectively; communicate effectively both orally and in writing; operate computer equipment including word processing, spreadsheet, and database software programs; travel on a regular basis.

OTHER QUALIFICATIONS: Strong analytical skills and attention to detail.

GENERAL INFORMATION: CIMC Applications are available at www.cimcinc.org

Submit applications to: Diana Alvarez, Human Resource Manager
California Indian Manpower Consortium, Inc.
738 North Market Boulevard
Sacramento, California 95834

An original CIMC Application must be completed and received by 5:00 p.m. on March 8, 2019 in order to be considered. Reasonable efforts will be made to accommodate persons with disabilities. Please notify the contact person at the telephone number listed above in advance of any special needs.

Qualified Indians will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (24 U.S.C.450, et seq.) and other relevant laws.

In accordance with the Immigration Reform and Control Act of 1986, the individual selected will be required to provide employment eligibility verification to prove eligibility to work in the United States prior to employment.