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CAREER OPPORTUNITY

Deputy Director for Children & Family Services

SETA SACRAMENTO EMPLOYMENT+
TRAINING AGENCY

SACRAMENTO, CALIFORNIA

ANTICIPATED HIRING RANGE: \$145,000–\$175,000 DOE/DOQ

THE SACRAMENTO EMPLOYMENT & TRAINING AGENCY (SETA), is seeking an experienced, steady, and mission-driven leader to serve as its next Deputy Director for Children and Family Services. This is an opportunity to lead a large and complex early learning system at an important moment for the field. The department includes Head Start, Early Head Start, and California state-funded preschool and childcare programs serving a funded enrollment of just over 4,000 children across Sacramento County. The ideal candidate brings deep Head Start program expertise, strong program and people leadership, and a true passion for serving children and families. The next Deputy Director will inherit a strong, long-standing program that families trust, backed by dedicated teachers, passionate parent leaders, and a culture of continuous improvement. They will lead the team through a period of federal change and help modernize the department's systems and position it for the future. Steps away from the State Capitol, they will also have a rare opportunity to help shape early learning policy in California. **If you are a Head Start leader ready to make a lasting impact on children, families, and the field, apply today!**



The Sacramento Region

SACRAMENTO COUNTY IS THE CENTRAL COUNTY of the Greater Sacramento metropolitan area spanning across 975 square miles where you will find cultural attractions to inspire you, cutting-edge cuisine to impress you, and history to enrich you. Located at the confluence of the Sacramento and American Rivers, Sacramento provides an abundance of rivers, trails, and parks for recreational activities such as hiking, biking, fishing, and much more. Sacramento is centrally located and has a diverse population, a wide array of year-round activities, and is an ideal location to work, live, and raise a family.



The Organization & Department

SETA (SACRAMENTO EMPLOYMENT AND TRAINING AGENCY) is a joint powers agency of the City and County of Sacramento. Since 1978, the Agency 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. The Agency is made up of over 550 dedicated regular staff and operates with an overall budget of approximately \$136.9 million for FY 2025-2026. Despite its large size, SETA has a small agency feel where everyone works toward providing exemplary services to families and clients. Its primary services include Children & Family Services, Community Programs & Resources, Workforce Development Services, and Refugee Services.

SETA's Department of Children and Family Services (CFS or the Department) provides family-focused early education, special education, childcare, healthcare, dental care, mental healthcare, and nutrition services to over 4,000 funded enrolled children in Sacramento County through federally funded Head Start and Early Head Start programs, and California State-funded preschool and childcare programs. Teamed with the One Stop Career Centers, Head Start also promotes employment and training programs to help parents become self-sufficient. SETA operates a Home-Based program and over 100 centers in Sacramento County, about half of which are managed directly, with the rest administered through seven delegate partner agencies. The Department of Children and Family Services operates with a total of 497 staff and a budget of over \$92.6 million.

**CLICK TO READ SETA'S 2024-25
HEAD START ANNUAL REPORT**

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The Job

THE DEPUTY DIRECTOR REPORTS TO SETA'S EXECUTIVE DIRECTOR, serves on the Agency executive team, and oversees the Children and Family Services Department (CFS), directing the development, administration, and overall operation of SETA's Head Start, Early Head Start, and state-funded early learning programs. These services are delivered through both SETA-operated centers, and seven delegate and partner agencies. The Deputy Director leads a CFS staff of 497 through five direct reports, including division managers over Program Operations, Program Support, Health & Nutrition, and Program Compliance. This robust team includes direct service providers as well as administrative staff overseeing program operations and compliance. The Deputy Director is also SETA's principal grantee representative to delegate agencies, the federal Office of Head Start and Administration for Children and Families, the California Department of Education, CDSS Community Care Licensing, Sacramento County departments, school districts, and community partners.

The Deputy Director serves as staff to the Head Start Policy Council, presents program matters to the SETA Governing Board, and works closely with the Head Start Parent Advisory Committee. The role operates within a shared governance structure in which the Governing Board holds legal and fiscal responsibility and the Policy Council guides program direction. Close partnership with the Fiscal, Human Resources, and Information Systems teams is essential to success, as is program collaboration with Workforce Development.

The Ideal Candidate

THE IDEAL CANDIDATE IS A HIGHLY SEASONED AND MISSION-DRIVEN Head Start leader who keeps children and families at the center of every decision and inspires staff to do their best work. They bring a deep understanding of the Head Start Act and the Program Performance Standards that underpin these programs, and a strong track record of successfully managing program compliance. Fiscal acumen and a mastery of complex and braided funding streams is essential for success in this role, as SETA utilizes both federal and state funding to reach as many families as possible and close eligibility gaps. This Deputy Director is fluent in curriculum, assessment, and school readiness, and can speak the language of classroom teachers and family advocates. The role is ideal for a systems thinker and creative problem solver who can combine vision with execution and strategically position these programs for the greatest success.

As a leader, this Deputy Director will be grounded and steadfast, balancing the urgent and the important while keeping their team focused and energized. They will foster collaboration and build consensus, ensuring staff and parent voices are heard and engaging with empathy. The Deputy Director will promote strong accountability while remaining people-centered and build trust through consistency and transparency. This will also be a culturally competent and authentic communicator, who possesses the genuine desire to partner with parents and center staff, and the political acumen to lead at the executive level and engage with SETA's Governing Board, Head Start Policy Council, and Parent Advisory Committee productively and positively.





MINIMUM QUALIFICATIONS

Education: Bachelor's degree in Public or Business Administration, Human Services, Child Development, Education or related field.

Experience: Broad and extensive work experience in the development and administration of Head Start, State or comparably funded programs including at least five (5) years in a supervisory or management role.

Desired: Master's degree in a related field.

Additional Requirements:

- Possession of a valid California driver's license, proof of automobile insurance and access to reliable transportation, or the ability to travel throughout the service area by other means.
- Successful completion of a comprehensive background check consisting of a sex offender registry check, a state or tribal criminal history check with fingerprints, a Federal Bureau of Investigation criminal history check with fingerprints, and a child abuse and neglect registry check. The complete background check is repeated at least once every five years.
- Pediatric first aid and cardiopulmonary resuscitation certification if assigned duties require it.
- Compliance with the tuberculosis clearance and immunization requirements the Agency applies to personnel assigned to, or regularly present in, its licensed child development centers.
- Mandated reporter obligations and completion of mandated reporter training as designated by Agency policy and as required by applicable California law.
- Availability to attend meetings, trainings and community events outside standard business hours, and to travel out of area for required federal or state training and conferences.

Salary & Benefits

The anticipated hiring range for this role is between **\$145,000–\$175,000 DOE/DOQ**. The incumbent will also receive a generous negotiable benefits package including:

Retirement/Pension: Sacramento Employees' Benefit Retirement System (SCERS) Defined Benefit Plan through the County with employer and employee monthly contributions based on provisions of the California Public Employees' Pension Reform Act of 2013 (PEPRA).

Health Insurance: Medical, Dental, Vision Care, and EAP benefits are provided. SETA offers three medical providers throughout the county and provides a contribution toward medical and dental premiums. Medical, Dental, Vision Care, and EAP benefits are provided to all regular employees and their eligible dependents.

Retirement Health Savings Plan: Monthly agency contribution to employee's RHSP.

Other Insurance: Group Term Life and Supplemental Life Insurance through the county and administered by Voya.

Money Purchase Plan: 401(a) Money Purchased Plan with agency contributions, administered by Mission Square Retirement.

Vacation: 104–185 hours per year; accrual rate based on years of service.

Leaves: 72 hours of management leave per year; hours are prorated for new hires. 104 hours of sick leave per year; accrued at the rate of 4 hours per pay period.

Holidays: 13 designated days per year, plus paid Winter holiday closure.

Auto & Technology Allowance: Up to \$6,000 annually.

Hiring Incentive: Generous and negotiable employer contribution toward retirement savings.



How to Apply

For first consideration apply by **NOVEMBER 18** at:

WBCP JOB BOARD



Secure the Dates

The first round of interviews will be held virtually via Zoom on **DECEMBER 10**. The second round of interviews will be held in-person on **DECEMBER 18**. Selected candidates must be available for both dates.

Questions?

Please contact your recruiter, **Lauren Gerson-Greene**, with any questions:

lauren@wbcpinc.com

866.929.WBCP (9227) toll free
541.664.0376 direct