



Executive Director of the Office of Early Care & Education





CITY AND COUNTY OF SAN FRANCISCO

San Francisco is one of the most culturally diverse, and internationally recognized of all American cities. Built on a 47 square-mile peninsula, its unique terrain is bordered on three sides by the Pacific Ocean and the San Francisco Bay. Known as the “City by the Bay,” San Francisco serves as the center of business, commerce, and culture on the West Coast. If the San Francisco Bay Area were an independent country, it would rank as the world’s 19th largest economy.

San Francisco is the only city in California that is also a county. Its governing powers are vested in a Mayor and an eleven-member Board of Supervisors elected by district, with each serving a four-year term.

OFFICE OF THE MAYOR

London Breed was sworn in on July 11, 2018 as the 45th Mayor of the City and County of San Francisco. The City’s Mayor is elected for a maximum of two four-year terms. The Mayor appoints most City and County officials, prepares the budget, and oversees City departments.

THE OFFICE OF EARLY CARE & EDUCATION

The San Francisco Office of Early Care & Education leverages federal and state funding, aligns local resources, supports the early care and education workforce and increases capacity to build a high quality, affordable, data driven and streamlined early care and education system for children ages 0-5 and their families.

OECE was established in 2013 by the late Mayor Edwin M. Lee with the vision that every child in San Francisco from birth to age five has access to high quality and affordable early care and education.

This independent office relies on the Human Services Agency for back office functions, such as accounting and human resources management. By coordinating and consolidating services and using existing resources, the Office of Early Care Education strives to maximize resources, improve policy coordination, and provide a single line of authority for the City’s investments.

More information about the Office of Early Care & Education can be found at <http://sfoece.org/>

OUR VISION

To deliver high quality care and education so all San Francisco children are prepared and ready to succeed in school, by providing all families safe, affordable, high quality care for their children.

KEY DEPARTMENTS AND STAKEHOLDERS

Three city agencies, the school district, and numerous nonprofit groups are involved in the early care and education services and programs offered for families in San Francisco.

The three city agencies are:

- [Department of Children, Youth and Their Families \(DCYF\)](#)
- [First 5 San Francisco](#)
- [Human Services Agency \(HSA\)](#)

In addition to the city agencies, there are numerous philanthropic stakeholders and providers/funding agencies in San Francisco. The [San Francisco Unified School District](#) is also a major early care and education stakeholder in San Francisco.



THE EXECUTIVE DIRECTOR OF THE OFFICE OF EARLY CARE & EDUCATION

Under broad policy direction from the Mayor, the Executive Director of the Office of Early Care & Education (OECE), plans, organizes, directs and evaluates all functions and activities of the department.

The Executive Director of the OECE is responsible for:

- Developing partnerships and collaborating with City departments, the public school system, various stakeholders and nonprofit groups to streamline a high quality of early care and education systems;
- Managing the Department's fiscal planning and budgeting process;
- Developing accountability metrics for the guiding principles that impact outcomes for young children (birth to age 5);
- Analyzing and maximizing funding to create a fiscally viable quality early care and education system;
- Setting strategic direction by guiding others and developing relationships built on trust and credibility;
- Moving the organization forward through effective change management and innovative ideas;
- Maintaining ongoing communications with a wide variety of community, civic, and media organizations related to services provided by the Department;
- Establishing priorities to effectively introduce and pursue new early care and education programs; and
- Advocating for quality early care and education to leverage, enhance and expand existing programs.

THE IDEAL CANDIDATE

The ideal candidate for the Executive Director of the Office of Early Care & Education will possess a track record of demonstrated leadership, proven accomplishments and superior performance in early care and education.

The Executive Director of the Office of Early Care & Education must:

- Be a strong, visionary and decisive leader;
- Promote and embrace best practices, collaboration, innovation and transparency;
- Possess cultural competency and the ability to effectively work with diverse populations;
- Embody a collaborative leadership approach and be able to blend necessities and programs into a robust, comprehensive integrated system;
- Be politically astute and able to build trust, complemented by superior interpersonal and communication skills to act as an advocate to initiate discussions and gain support from stakeholders and investors.

The ideal candidate must also possess the following knowledge base and demonstrated abilities:

- Knowledge of the early care and education programs available to young children, including state and federal funding sources;
- Ability to facilitate, collaborate, and convey an outstanding quality early care and education vision;
- Ability to use emerging technology to leverage change;
- Ability to provide hands-on management leadership to oversee daily operations for the Office of Early Care & Education;
- Ability to navigate policy and political differences between key stakeholders;
- Ability to provide leadership and engage with government, the public, industry leaders, stakeholders and high level policy decision makers to prioritize and collaborate efforts, focus on issues impacting children and improve quality early care and education;
- Ability to solicit feedback, identify and communicate objectives, prioritize goals and embrace change; and
- Knowledge and familiarity with operating budgets and funding sources.

QUALIFYING EXPERIENCE AND EDUCATION

Education: Possession of a baccalaureate degree from an accredited college or university in education, psychology/human development, public administration, public policy or a related field.

Experience: Six (6) years of increasingly responsible experience, including significant experience developing and managing an early care and education related agency, division, or major program area.

Desirable Qualifications:

- Master's degree from an accredited college or university in a related field.
- Supervisory experience in a large municipality administering complex programs related to early education.
- Experience developing policies and understanding research related to child care and early education.
- Experience implementing complex programs related to quality early care and education.
- Experience moving an organization forward through effective change management and innovative ideas.

APPOINTMENT TYPE

This is an exempt position within the City and County of San Francisco's civil service system. The Executive Director of the Office of Early Care & Education is the administrative head of the San Francisco Office of Early Care & Education and serves at the pleasure of the Mayor.

COMPENSATION AND BENEFITS

The annual salary for the Executive Director of Early Care & Education ranges from \$129,506 to \$165,256, depending on qualifications. Appointments above this may be considered for a top candidate.

The City and County of San Francisco's benefits package can be found at: [Municipal Executives' Association Benefit Summary](#).

Other outstanding benefits offered with this position include:

- Medical and Dental Insurance;
- Deferred Compensation Plan;
- Long-term Disability Plan;
- Paid Management Training Program;
- Administrative Leave.
- Defined Benefit Retirement Plan;
- Social Security;
- Life insurance;
- Vacation/Holiday/Sick Time; and

APPLICATION AND SELECTION PROCESS

To apply, click [HERE](#) and follow the prompts to complete and submit an application and supplemental questionnaire. In the "Resume" tab candidates will be required to attach a detailed resume. In the "Other" tab candidates will be required to attach a cover letter expressing their interest, outlining their qualifications, and explaining why they feel they are the ideal candidate for the position to amber.lytle@sfgov.org. The deadline for submission is **Wednesday, January 2, 2019, at 5:00 PM**.

Resumes and cover letters will be screened and evaluated by the Department of Human Resources. Qualified candidates will be invited to participate in an Oral Interview and finalists will participate in the Management Test Battery* examination. The most highly qualified candidates will be presented to the Mayor, who appoints the Executive Director of the Office of Early Care & Education.

If you have any questions regarding this recruitment, application, or selection process, please contact the exam analyst, Amber Lytle by telephone at 415.557.4880 or by email at amber.lytle@sfgov.org.

* The Management Test Battery is a computerized test of management competencies. It can be administered remotely upon request. The exam results are for informational purposes only, and will be considered when determining finalists.