



CENTRAL VALLEY OPPORTUNITY CENTER

JOB DESCRIPTION

POSITION:	Director of Contracts and Planning
SUPERVISED BY:	Executive Director
SALARY:	\$80 – 100K/YR, Regular, Full Time, Benefits & 401(k)
LOCATION:	Winton
DATE POSTED:	December 4, 2025
APPLICATION DEADLINE:	Until Filled

POSITION SUMMARY: Supervises planning and IT department. Responsible for the overall corporation planning functions, including development of new programs, proposal preparation, initial program implementation, program monitoring, program evaluation, corrective action plans, and technical assistance as needed. Also responsible for maintaining the corporation standards for instruction, school certifications, and vocational school improvement.

EXAMPLES OF DUTIES:

1. Coordinate the development, implementation, operation, monitoring, and evaluation of corporation programs.
2. Develop rapport with funding agencies, community groups, and client sector representatives.
3. Perform program reporting functions.
4. Perform special studies and research functions.
5. Work with county directors and instructors in the improvement of vocational courses.
6. Extensive traveling and public presentations will be required.
7. Other duties as directed.

REQUIREMENTS:

1. Masters Degree in public administration, urban planning, business, or related field is desirable. (Experience may be substituted on a year-to-year basis)
2. A minimum of five years experience in public service programs.
3. Thorough knowledge of federal, state, and local programs as well as their regulations.
4. Excellent communication skills (written and verbal)
5. Awareness of Hispanic/other cultures helpful.
6. Supervisory experience.
7. Valid California drivers license and minimum personal automobile liability insurance.