

**COUNTY OF SANTA BARBARA
INVITES APPLICATIONS FOR THE POSITION OF:**

**Early Childhood Specialist
26-2178-01 (O-First5)**

An Equal Opportunity Employer

Salary: \$96,807 - \$116,469 Annually

The County of Santa Barbara **FIRST 5 SBC** department is accepting applications to fill **ONE (1) Early Childhood Specialist** vacancy. This position will oversee the implementation and execution of several grants and short- and long-term projects relating to our Improved Child Development, Child Health, and Family Strengthening focus area strategies.

The vacancy is seated as a home base in our **Lompoc** office. The department currently operates on a remote-hybrid model with a management approved number of days in the office or at external meetings. The department offers a 9/80 schedule for this classification. The telework and non-standard schedules are subject to the department's needs. This position is categorized as a **Department Business Specialist II** job classification.

Note: All County employees approved for remote work must maintain a designated remote work location within the state of California.

The Early Childhood Specialist reports to executive management but works closely with other department managers to ensure compliance with grant deliverables. The Early Childhood Specialist is responsible for coordinating a wide array of support to the department on specific projects that contribute to the goals and indicators as mandated by Proposition 10 language.

This position requires a person skilled in working across disciplines, with other county departments and community-based organizations, and has a working knowledge and experience in birth through age five development. Additionally, this position supports the work of both the Communications and Policy Manager and the Deputy Director in identifying messaging and investment opportunities in the area of early childhood development.

Ideal Candidate:

- Knowledge of First 5 SBC programs
- Ability to make and maintain connections with other County Departments and articulate departmental needs using familiar terms.
- Knowledge of Title 5, Title 22, and NAEYC Accreditation guidelines for high-quality early childhood programs

Examples of Duties

- Oversees the external and special project grants awarded by First 5 SBC by serving as special project liaison with contractors and grantees such as Help Me Grow, Nature Exploration Areas, Early Language and Literacy, and others as assigned.
- Prepares and submits reports and data as required, both to internal team and external partners that show our efforts and results.

- Works with County Counsel and Operations Specialists to prepare contract agreements, interpret rules and procedures of grant requirements, and ensure accountability and compliance with our grant and service contract guidelines.
- Makes recommendations for process improvement to continuously improve efficiency and customer service that support our strategic and fiscal plan.
- Consults with other county departments and community-based organizations to promote the work of First 5 SBC and educate others on our programs and strategic intent.
- Participates in meetings and presents data to assist managers and senior administration in making operational and administrative decisions that align with the First 5 strategic and fiscal plan.
- Resolves errors associated with data collection and reporting and ensure transmission files and accurate and complete.
- Provides technical assistance to funded partners on grant requirements.
- Manages requisitions and invoices from submission through receipt for grant specific projects.
- Works with the Community Engagement Specialist to plan for and arrange county-wide and regional trainings/workshops/events associated with grant deliverables.
- Processes evaluations and facilitate discussions with grant partners by setting clear objectives, timelines, and purpose statements.
- Performs other duties as assigned within the scope of the job classification.

Employment Standards

1. Possession of a bachelor's degree in child development, early childhood education, human development, or a related field **AND** two years of professional experience working with a spreadsheet database (i.e. Smartsheet or Microsoft Excel) for purposes to track and evaluate data; **OR,**
2. Possession of an associate's degree in child development, early childhood education, human development, or a related field **AND** four years of professional experience working with a spreadsheet database (i.e. Smartsheet or Microsoft Excel) for purposes to track and evaluate data; **OR,**
3. Six years of professional experience working with a spreadsheet database (i.e. Smartsheet or Microsoft Excel) for purposes to track and evaluate data; **OR,**
4. A combination of training, education, and/or experience that is equivalent to one of the employment standards listed above and that provides the required competencies.

To view the full description of the job class specification, including knowledge, abilities, and competencies, click [here](#).

Additional Requirements:

- Independent travel throughout the county and state may be required.
- Possession of a valid California Class C Driver's License may be required.

SUPPLEMENTAL INFORMATION

Application & Selection Process

- **Review applications and supplemental questionnaire** to determine those applicants who meet the employment standards.
- **Supplemental Questionnaire Ranking** – Responses to the required examination supplemental questions will be evaluated and scored. Candidates' final score and rank on the eligibility list will be determined by the responses to these questions. This process may be eliminated if there are fewer than 11 qualified candidates.

Candidates must receive a percentage score of at least 70 on the Supplemental Questionnaire Ranking to be placed on an employment list. An adjustment may be made to raw scores based on factors listed in Civil Service Rule VI. Those candidates who are successful in the selection process will have their names placed on the employment list for a minimum of three months. At the time the employment list is established, all candidates will receive an email notice of their score on the exam(s), rank on the employment list, and exact duration of the employment list.

BENEFITS: For more information on County benefits, please visit [here](#). In addition, applicants from other public sector employers may qualify for:

- Retirement reciprocity
- Time and service credit towards an advanced vacation accrual rate

REASONABLE ACCOMMODATIONS:

The County of Santa Barbara is committed to providing reasonable accommodation to applicants. Qualified individuals with disabilities who need reasonable accommodation during the application or selection process should contact the recruiter listed on the job posting. We require verification of needed accommodation from a professional source, such as a Medical Provider or a learning institution.

Recruiters will communicate with applicants by e-mail during each step in the recruitment process. Applicants are reminded to **check spam filters continuously** during the Recruitment & Selection Process steps listed above to ensure they do not miss required deadlines.

Conditional Job Offer: Once a conditional offer of employment has been made, the candidate will be required to successfully complete a background check, which includes a conviction history check, and satisfactory reference checks. Appointee may be subject to a post-offer medical evaluation or examination. The appointee must satisfactorily complete a one-year probationary period.

Disaster Service Worker: Pursuant to Governmental Code section 3100, all employees with the County of Santa Barbara are declared to be disaster service workers subject to such disaster service. Activities as may be assigned to them by their superiors or by law.

Equal Employment Opportunity Statement: The County of Santa Barbara provides equal employment opportunities to all employees and applicants and prohibits discrimination, harassment, and retaliation of any type with regard to any characteristic or status protected by any federal law, state law, or Santa Barbara County ordinance. The County continues to be committed to a merit-based selection process and to eliminating barriers to attracting and retaining top qualified candidates. The County has a long-standing practice of providing a work environment that respects the dignity of individual employees and values their contributions to our organization.

APPLICATION DEADLINE: 08/26/2026, at 4:59 p.m. PST, postmarks not accepted. You can view job postings and apply online 24 hours a day at www.sbcountyjobs.com.

Questions? Contact: Natalie Alvarado, HR Business Partner Division Chief at NAIvarado@countyofsb.org