



Eastgate Center, Suite 120  
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Director  
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Elnora Littleton  
Executive Director  
Head Start/ Early Head Start

**TO: THE GENERAL PUBLIC**  
**FROM: LAVERNE FRANKLIN – INTERIM HUMAN RESOURCE DIRECTOR**  
**RE: JOB VACANCIES**  
**DATE: NOVEMBER 18, 2020**

Please be advised that there are job vacancies in the Bolivar County Head Start Program as listed below:

**HUMAN RESOURCE/TRAINING DIRECTOR – CENTRAL OFFICE – CLEVELAND, MS**

- Designs and revises a functional Personnel/Training Plan that reflects actual program activities.
- Prepares and maintains current employee personnel folders.
- Identifies vacant positions, advertises, receives and maintains a record of all employment applications.
- Verifies previous employment, salary qualifications, and make reference checks on all applicants.
- Informs staff, personnel committee, center committees, and policy council of information pertaining to personnel matters.
- Notifies applicants in writing, of personnel actions taken.
- Coordinates job orientation for new and reassigned employees.
- Maintains master employee file, provides employee information to Payroll Officer, and responds to all personnel inquires.
- Revises, updates, and recommends changes on job descriptions and personnel policies and procedures.
- Implements the salary and wage plan.
- Coordinates staff trainings and evaluations
- Administers the retirement program.
- Conducts and annual wage and salary comparability study.
- Verifies employment and wages.
- Supervises and evaluates the performance of personnel component employees.
- Know and be familiar with all Laws and Compliances concerning employment.

**QUALIFICATION:**

Master’s Degree in Human Resource and five years’ experience in administration and supervision.

**DEADLINE FOR APPLICATIONS:**

Cover letters along with resumes and references can be sent to [dataclk@bolivarcaa.org](mailto:dataclk@bolivarcaa.org). The deadline for applying is December 2, 2020.



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**TO: THE GENERAL PUBLIC**

**FROM: LAVERNE FRANKLIN – INTERIM HUMAN RESOURCE DIRECTOR**

**RE: JOB VACANCY**

**DATE: NOVEMBER 18, 2020**

Please be advised that there is a job vacancy in the Bolivar County Head Start Program as listed below:

**1 - CUSTODIAN SUPERVISOR – ROSEDALE CENTER**

- Cleans and sanitizes lavatories and all other things that need sanitized daily.
- Empties and cleans trash cans and disposes of refuse on a daily basis.
- Dusts and cleans.
- Cleans and sanitizes restrooms daily.
- Cleans and wax floors and clean rugs.
- Maintain an orderly storage area.
- Maintain an ample supply of tissue, paper towels, napkins, soap, garbage liners, etc.
- Ensures that heat, light, air condition, and ventilation are regulated at the end of each day, is consistent with the needs of the staff during the day.
- Make sure all paper and debris are cleared from the playground and center surrounding daily.
- Make sure hedges are cut and surroundings is kept cleaned.

**QUALIFICATIONS:**

High School diploma and the ability to read and write. The Ability to do minor carpentry; must be able to clean, wax and buff floors; do electrical; and concrete work. Two years' experience performing janitorial work.

**DEADLINE FOR APPLICATIONS:**

Cover letters along with resumes and references can be sent to [datack@bolivarcaa.org](mailto:datack@bolivarcaa.org). The deadline for applying is December 2, 2020.