

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: COORDINATOR, CHILD CARE PARTNERSHIP COUNCIL

BASIC FUNCTION:

Under the direction of the Administrator, Child, Youth & Family Services, provide leadership and coordinate communications, meetings, budgets, grants, reporting functions, partnerships and information in support of the Local Child Care Planning Council (LCCPC); serve as a technical resource and liaison concerning LCCPC and related child care functions.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provide leadership and coordinate communications, meetings, budgets, grants, reporting functions, partnerships and information in support of the LCCPC; monitor, evaluate and adjust Council activities in response to community child care needs; implement LCCPC programs, services, goals, objectives and initiatives in accordance with established priorities, standards and requirements.

Participate in researching, obtaining and maintaining grants and other funding sources for the LCCPC and related services; assist in assuring compliance with grant and contract specifications and requirements; initiate, develop and prepare contracts, and grant and other funding proposals; administer LCCPC contracts and grants and the disbursement of related funds.

Serve as a technical resource to Council members, child care

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Plan, schedule, coordinate and arrange Council meetings according to established time lines and requirements; prepare and develop meeting agendas; assure proper recording of meeting minutes; attend and participate in LCCPC and other child care-related meetings; present materials and information related to community child care and related needs, issues, operations and activities.

Develop and prepare the annual preliminary budgets for the LCCPC, Child Care Retention Program and related functions; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Develop the annual California School Age Families Education program plan and submit related documents and information to the California Department of Education as directed.

Research, assemble, compile and analyze a variety of technical data and information related to the LCCPC and related child care functions; develop, prepare and distribute related informational materials and correspondence.

Communicate with administrators, personnel and outside agencies to exchange information, coordinate activities and programs and resolve issues or concerns.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software; drive a vehicle to conduct work.

Develop, implement and conduct training seminars as required; represent the LCCPC on various committees as directed.

OTHER DUTIES:

Perform related duties as assigned. TD (required to attend to duties) -0.0112 Tc 0.00Cld care and ran and p.cu

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Hearing and speaking to exchange information and make presentations.