

**PROJECT DIRECTOR, SONOMA COUNTY CHILD CARE PLANNING COUNCIL**

**Definition:**

To plan, organize, and administer the programs and activities of the Sonoma County Child Care Planning Council (SCCCPC) in meeting the mandates set forth in the Education Code; to develop and provide leadership to countywide initiatives related to early care and education, including promoting community education and involvement in early care and education; to collect, analyze, and disseminate data; to direct and supervise professional and clerical staff; to develop and administer program budget(s); and to perform other duties as required.

**Distinguishing Characteristics:**

Incumbent follows objectives identified by the SCCCPC with input from the department; meets the requirements of grant-funded projects operating within the unit; makes recommendations and uses judgment and initiative in performing duties; may refer questions to supervising committee(s), advisory groups and/or county agencies.

Supervisory responsibilities include assigning, coordinating, and evaluating the work of others. Incumbent secures funding, administers budget(s), and monitors and approves expenditures with general oversight by SCCCPC Treasurer. Contact with others includes SCCCPC members, administrators, County Office staff, county agency and community-based organization staff, elected officials, and the public.

**Supervision Exercised and Received:**

General direction is provided by the Executive Committee of the SCCCPC and supervision is provided by a SCOE director or department head. Supervisory responsibilities include providing supervision of classified staff.

**Examples of Duties and Responsibilities:**

Duties and responsibilities may include, but are not limited to, the following:

- Plans, organizes, and directs the daily activities of the SCCCPC including program management and staff supervision;
- Participate in Council meetings, including Executive Committee and Council subcommittee meetings;
- Coordinate and implement activities of SCCCPC, which may include program operations, determination of timelines, meeting agendas and minutes, attendance records, etc;
- Coordinate special meetings, retreats, workshops, including notices, support materials, and meeting arrangements;
- Prepare and file reports as required by the state and federal government;
- Coordinate marketing efforts to promote and publicize SCCCPC and its activities;
- Serve as a liaison between California Department of Education (CDE) Child Development Division (CDD) and SCCCPC; between CDD contractors and SCCCPC; between community agencies and SCCCPC;
- Represent SCCCPC at local and statewide meetings and functions; makes presentations to community on the programs and services of the SCCCPC; and attends meetings and conferences as directed;
- Research, collect, compile, and update information required for reports required of SCCCPC including Needs Assessment, county-wide comprehensive child care plan, and the identification of geographical priorities for CDD funds;
- Establish and maintain clear communication and cooperative working relationships with Council members, staff, community agencies, school districts, regional and state administrators, child care community, and the public;
- Assist in the development of financial resources and services by identifying new or additional funding sources, providing technical assistance in program development and grant writing, and soliciting in-kind support and donations;
- Assist in the development and maintenance of SCCCPC budgets; monitor expenditures; identify additional funding sources; develop and write grant proposals and narratives; and prepare related written statistical reports.

**Employment Standards:**

Knowledge of:

- Current principles of early childhood education/child development;
- Current local, state, and national laws, public policies, legislative issues and political processes important to the concerns of early care and education programs;
- Current child care licensing regulations;
- Principles and practices uses in public relations;
- Interagency relationships and effective methods of program coordination;
- Budget development and administration.

Ability to:

- Plan and organize work to meet schedules and timelines;
- Provide effective functional and technical supervision;
- Respond promptly to requests of internal and external clients; provide needed direction, assistance, training, materials and resources;
- Work under limited supervision within the broad framework of standard policies and procedures;
- Communicate clearly and concisely, both orally and in writing;
- Speak effectively before small and large groups;
- Establish and maintain accurate and complete records and reports;
- Research and prepare materials for communication, presentation, and publication;
- Research, analyze, and compile statistical information;
- Establish, balance, and adjust priorities;
- Supervise, train, and evaluate personnel;
- Establish and maintain cooperative and professional working relationships with individuals, groups, public and private agency personnel;
- Administer budget(s) related to area(s) of responsibility; anticipate revenue and expenditure needs and changes;
- Maintain and improve professional skills and knowledge.
- Operate modern office equipment including computer equipment;
- Apply computer software at an advanced level, including Microsoft Word, PowerPoint, Access, Excel, Publisher and email servers;
- Use the internet for appropriate research ;
- Use statistical software, such as SPSS;

**Education and Experience:**

Any combination of education and experience that would likely provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- A Bachelor's Degree from an accredited college or university with an emphasis in education, child development, early childhood education, public administration, or related field;
- A Master's Degree in closely related field is desirable.

Experience:

- Five (5) or more years of experience in a state-funded, or other publicly funded program with demonstrated competencies in the area of program coordination;
- Five (5) years of experience administering a preschool, child care center, or after school program;
- Experience in program development, implementation, and evaluation.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- This position requires ordinary ambulatory ability to retrieve work materials, intermittent carrying and lifting of lightweight materials weighing under 20 pounds.
- Position requires hand-eye-arm and finger dexterity to use a personal computer keyboard, ten-key, and other common office equipment, and kneeling or stooping seldom to retrieve materials.
- Assignment requires hand-eye coordination;
- Visual acuity sufficient to recognize people, words and numbers as well as to assess clarity of images on computer screen; and
- Speaking and hearing ability sufficient to hear over the telephone and carry on routine conversations.

**Work Environment:**

The following conditions may be present:

- Work is performed the majority of the time indoors in a climate-controlled, carpeted office environment.
- Position requires constant interaction with clients and other staff.

**Other Requirements:**

- Must be fingerprinted and a satisfactory Department of Justice records check must be received by SCOE, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- Must have normal vision, corrected or uncorrected.
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive with or without students; some positions may require a current California driver license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.