

Amador County Office of Education
Amador Child Care Council Manager

MINIMUM QUALIFICATIONS

The Child Care Council Manager must be a highly motivated professional, able to work independently and as part of a team, with the following:

- AA in Child Development or related field, preferred
- Two years experience in child care or related field
- Knowledge of public policy and administration
- Strong computer, writing and public speaking skills
- Strong time management skills
- Critical thinking skills
- Knowledge of the Brown Act and Robert's Rules of Order
- Knowledge/Ability to facilitate and update 5 Year Strategic Plan
- Grant Writing Experience Preferred

EMPLOYEE REPORTS TO:

- Superintendent
- The Amador Child Care Council

JOB GOAL:

- ◆ Coordination of the activities by the directives of SB1542 and the Local Planning Council. Organize and maintain activities of the Council. Provide assistance in receiving and analyzing the status of child care in Amador County.

PERFORMANCE RESPONSIBILITIES

The Manager serves as an advocate for the Council and is responsible for the following:

Administrative:

- Responsible for general operation of the Council including budget preparation, quarterly and annual reports to the State, Board of Supervisors and Superintendent of Schools (School Board)
- Maintains accurate, complete, and correct records as required by law, district policy and administrative regulations

Provide staff services for the council:

- Take and transcribe minutes of monthly meetings
- Develop monthly agendas in cooperation with the Chairperson of the Council
- Mail out all appropriate information to members, including agendas, minutes, correspondence, etc.
- Provide research materials as requested by the Council
- Reports verbally and in writing each Council meeting any progress made on actions and goals of the Council, as well as tasks assigned by the Council
- Assist Council in establishing and maintaining membership requirements and procedures for participation

Oversee activities of the Amador Child Care Council work plan and 5-year plan:

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- Serve as the lead on all tasks set forth in the annual work plan and 5-year plan
- Identify any needed changes in work plan and recommend plan corrections or modifications
- Prepare and issue papers, fiscal, statistical and program reports as related to specific assignments from the annual work plan
- Report to the Chairperson and Council on a regular basis regarding the progress of the work plans
- Conduct and analyze child care surveys and needs assessments

Information Dissemination:

- Attend state or local meetings to articulate child care needs in Amador County
- Disseminate time-sensitive information from these meetings to all members in a timely fashion
- Work with other agencies to facilitate information dissemination to the community

Community Development:

- Develop working relationships with County, City, Education and Community Organizations by attending and participating in meetings where childcare might be an issue. Provide information and support to groups to ensure understanding of child care, parental choice, quality, affordability and availability
- Work with local business community to promote child care and employer supporter child care
- Work with the local Prop 10 – Children and Families First Commission on child care issues in Amador County.

SALARY: Level I, Classified Management Salary Schedule