

Sierra County Child Care Council
SIERRA COUNTY LOCAL PLANNING COUNCIL

I. JOB DESCRIPTION

TITLE: **Sierra County Child Care Council LPC (Local Planning Council) COORDINATOR**
REPORTS TO: Executive Director
HOURS: full-time

JOB PURPOSE: **COORDINATE ACTIVITIES OF THE LOCAL PLANNING COUNCIL; REPRESENT THE COUNCIL AT LOCAL AND STATE GOVERNMENTAL AND COMMUNITY MEETINGS; PROMOTE AND SUPPORT THE GOALS OF THE COUNCIL**

JOB RESPONSIBILITIES:

(Elements of this job description will be periodically evaluated and are subject to adjustment by the Agency and the Council)

1. ENSURES ACTION ON LPC'S ANNUAL PLAN

by promoting the plan in the community; making presentations at business, governmental, civic and community groups. Keeping track of childcare issues which arise to ensure Council input. Assisting the Council to develop strategies for implementation of plan. Assisting the Council to meet the goals established at the June annual meeting.

2. FACILITATES MEETING AB1542 REQUIREMENTS

by reporting at each Council meeting the key tasks which need to be accomplished, and deadlines for implementation for requires state reporting.

3. FULFILLS PROGRAM REPORTING REQUIREMENTS

by preparing and submitting to CDD, with copies to CAC, all mandated reports. Responsible for submission of quarterly LPC activity reports to State officials, and/or any other assigned reports required by California Child Development Division.

4. MAINTAINS COUNCIL MEMBERSHIP AND ATTENDS COUNCIL MEETINGS

by assisting the Council to establish membership requirements and procedures for participation; assisting with the recruitment of needed members in the appropriate category as required by law; providing orientation to new members. Assisting with the development of agendas; mailing out meeting notices and correspondence to members; taking minutes at meetings; and providing research materials as requested by the Council. Reports at each Council meeting any progress made on actions and goals of the Council as well as tasks assigned by the Council.

5. ESTABLISHES A PROCESS TO ASSESS THE COMMUNITY CHILD CARE NEEDS

by working with the Council to conduct, as required, a childcare needs assessment at least every five years.

6. ATTENDS STATE MEETINGS AND CONFERENCES AND REPORTS BACK AT LPC MEETINGS

by attending regular meetings of the annual Local Child Care Planning Council Conference, and other meetings as arranged by the Council. Disseminates information from these meetings to all Council members.

7. DEVELOPS POSITIVE WORKING RELATIONSHIPS WITH LOCAL ORGANIZATIONS AND AGENCIES

by attending and participating in meetings where childcare issues may be discussed. Providing information and support to stakeholders on Council activities.

8. OTHER DUTIES AS ASSIGNED

SIERRA COUNTY LOCAL PLANNING COUNCIL

II. JOB QUALIFICATIONS

1. EDUCATION

Equivalent to an AA Degree in ECE/Child Development preferred. Experience will be considered.

2. EXPERIENCE

Minimum one-year experience working in the field of child development or early childhood education. Two or more years experience in social services or human services. At least one year working with a planning group or board. Experience with strategic planning, organizational development, and advocacy. Knowledge of California childcare system. Experience with state reimbursement-based contracts, legislative process, community organizing, and resource development preferred.

3. SKILLS

Excellent communication, written, and verbal skills required. Ability to handle multiple and dynamic work tasks; highly organized. Ability to comprehend complex issues; ability to report to groups, public relations and presentation skills required. Ability and willingness to travel state-wide required. Word-processing skills essential.

4. INFORMATION PROCESSING

Able to research and comprehend complex issues, regulations, and keep community informed. Able to understand childcare planning issues and relay them to local governmental, civic, and community groups.

5. DECISION-MAKING

Research information; and identify most appropriate choice. Transfer and verify information.

6. INTERPERSONAL COMMUNICATION

Daily high level of professional interpersonal contact with coworkers, Council members, child care providers, state agencies, community, branch/satellite offices, etc. via telephone, written communication and direct contact.

III. PHYSICAL/MENTAL AND WORK ENVIRONMENT REQUIREMENTS

(FOR ALL STAFF UNLESS SPECIFIED OTHERWISE)

PHYSICAL REQUIREMENTS

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|---|--|---|
| <input checked="" type="checkbox"/> Seeing General | <input type="checkbox"/> Tasting | <input type="checkbox"/> Bending |
| <input checked="" type="checkbox"/> Close Vision | <input checked="" type="checkbox"/> Walking | <input checked="" type="checkbox"/> Sitting |
| <input type="checkbox"/> Color Perception | <input checked="" type="checkbox"/> Lifting <u>30 lb</u> weight | <input checked="" type="checkbox"/> Squatting |
| <input checked="" type="checkbox"/> Hearing/Listening | <input checked="" type="checkbox"/> Carrying <u>30 lb</u> weight | <input type="checkbox"/> Smelling |
| <input checked="" type="checkbox"/> Clear Speech | <input checked="" type="checkbox"/> Pushing | <input checked="" type="checkbox"/> Standing |
| <input checked="" type="checkbox"/> Touching | <input checked="" type="checkbox"/> Climbing | <input type="checkbox"/> Running |
| <input checked="" type="checkbox"/> Dexterity | <input checked="" type="checkbox"/> Kneeling | <input checked="" type="checkbox"/> Driving |
| <input checked="" type="checkbox"/> Hand | <input checked="" type="checkbox"/> Stooping | <input checked="" type="checkbox"/> Flexibility |
| <input checked="" type="checkbox"/> Finger | | (<input checked="" type="checkbox"/> Upper & Lower Body) |
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MENTAL REQUIREMENTS

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|---|--|---|
| <input type="checkbox"/> Reading - Simple | <input checked="" type="checkbox"/> Memorization | <input checked="" type="checkbox"/> Math Skills |
| <input checked="" type="checkbox"/> Reading - Complex | <input checked="" type="checkbox"/> Analyzing | <input checked="" type="checkbox"/> Clerical |
| <input type="checkbox"/> Writing - Simple | <input checked="" type="checkbox"/> Judgment | <input checked="" type="checkbox"/> Decision-Making |
| <input checked="" type="checkbox"/> Writing - Complex | <input checked="" type="checkbox"/> Perception/Comprehension | |
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WORK ENVIRONMENT

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Works Alone | <input type="checkbox"/> Confined Areas | <input type="checkbox"/> Gases |
| <input checked="" type="checkbox"/> Works with Others | <input type="checkbox"/> Extreme Heat | <input type="checkbox"/> Burning Materials |
| <input checked="" type="checkbox"/> Works around Others | <input type="checkbox"/> Extreme Cold | <input type="checkbox"/> Moving Objects |
| <input checked="" type="checkbox"/> Verbal Contact with Others | <input checked="" type="checkbox"/> Temperature Changes | <input type="checkbox"/> High Places |
| <input checked="" type="checkbox"/> Face-to-Face Contact | <input type="checkbox"/> Wet and/or Humid | <input checked="" type="checkbox"/> Fumes/Odors |
| <input type="checkbox"/> Shift Work | <input checked="" type="checkbox"/> Noise | <input checked="" type="checkbox"/> Dirt/Dust |
| <input checked="" type="checkbox"/> Extended Day | <input type="checkbox"/> Vibration | <input type="checkbox"/> Pressurized Equip. |
| <input checked="" type="checkbox"/> Indoors | <input checked="" type="checkbox"/> Mechanical Equipment | |