

**JOB DESCRIPTION**

**Job Title: *Child & Youth Development Council Manager (1201)***

**Job Summary:**

Under the direction of the Tulare County Child and Youth Development Council (LPC), the manager will provide leadership and support to the Tulare County Child and Youth Development Council. Receives general supervision from the TCOE-ECE Program Administrator. Directly supervises Child and Youth Development Council staff and other staff as assigned.

**Essential Functions:**

- Serve as primary staff contact for all matters concerning the Child and Youth Development Council.
- Plan, organize, facilitate, and implement the activities and operations of the Child and Youth Development Council.
- Ensure that Council activities align with the responsibilities as defined in AB 1542 and the California Department of Education mandates.
  - Conduct an assessment of child care needs at least once every five years
  - Identify priorities for child care needs in Tulare County
  - Prepare a comprehensive county-wide child care plan
  - Hold at least one public hearing during which members of the public can comment on proposed priorities
  - Develop and implement a training plan to provide increased efficiency, productivity, and facilitation of LPC meetings
  - Collaborate with child care providers, First 5 Commission, county welfare and human service departments, job training programs, employers, child and family service councils, parent organizations and other interested parties, to foster partnerships designed to meet local child care needs
- Provide leadership, coordination, and collaboration with individuals, parents and community agencies to promote and achieve Council's goals.
- Research, evaluate, assemble, compile, and analyze a variety of technical information and data related to Council operations.
- Prepare and distribute a variety of materials, such as correspondence, fiscal documents, grants, calendars, web pages, agenda items, and informational materials including digital formats, related to program or service activities
- Serve as the Council representative at local, regional, and state meetings, fostering partnerships and collaborations designed to meet local needs.
- Provide staff support to the Council; ensure minute taking, attendance records, quarterly reports, and summary reports.
- Ensure preparation and posting of Council meeting agendas and minutes in collaboration with the Council Chairperson and in accordance with the Brown Act.
- Oversees various grant funded program staff
- Supervise and evaluate staff
- Attend and coordinate various meetings, conferences, workshops and training sessions as assigned; prepare oral presentations related to Council activities.

**Knowledge and/or Abilities:**

- **Abilities to:**
  - Communicate in both written and oral forms.
  - Process new information quickly

- Be flexible when presented with conflicting time constraints
  - Work as a team member
  - Be concise when giving direction or explanation
  - Speak, read and write English necessary.
- **Knowledge of:**
    - Policies and objectives of the Local Planning Council
    - Planning, organization, coordination and implementation of the operations, activities, educational services and support of a basic child development program.
    - Program planning and evaluation techniques.
    - Principles and practices of administration, management, supervision, and training.
    - Community and education resources.
    - Terminology, concepts, methods and procedures involved in childcare delivery systems.
    - Community and education resources.
    - Basic budget preparation and control
    - Adult learning theories
    - Understanding of how to write and obtain grants

**Working Conditions and Physical Abilities:** All sites within the region including office, preschool, private home; Frequent travel using personal vehicle for work related activities; Moderate noise level; Sitting and standing for extended periods of time; Regularly lift and move up to 25 pounds; Reaching above the shoulders and horizontally to retrieve items; Regular bending, stooping, and crouching.

**Education and Experience Required:**

- Bachelor's degree in Early Childhood Education, Human Development, Social Science, Business, or related field AND three (3) years of supervisory, administrative, or management experience.

**Education and Experience Desired:**

- Grant writing experience.
- Possess or qualify for a Child Development Site Supervisor Permit.
- Knowledge of assessments used to gather individual, group and program data.
- Knowledge of effective strategies and practices used to increase school readiness.

**Certificates, Licenses, Clearances Testing and/or Bonding Required:**

- Valid California Driver's License, Liability Insurance, and vehicle to use on the job must maintain liability insurance on personal vehicle used for business purposes.
- Department of Justice and FBI Fingerprint Response.

**FLSA Status:** Non-Exempt

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.