

SANTA CRUZ COUNTY OFFICE OF EDUCATION

CHILD CARE FACILITIES ANALYST

DEFINITION

Under direction, to perform a variety of technical duties involved in the implementation and coordination of a local child care business facility and skill systems for the seven county National Economic Development and Law Center project.

SUPERVISION EXERCISED

May exercise technical and functional oversight over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Recruit and coordinate project advisory committee.

Review and make recommendation related to: child care goals in the County General Plan; implementation of the exaction provision of the County Child Care Fee and Exaction's Ordinance.

Incorporate child care facilities' development in the County Park Capital Plan and Financing program.

Facilitate the communication of regulatory agencies to streamline public approvals for child care facilities.

Maintain and develop an inventory of public and private land suitable for child care facilities development.

Provide technical assistance to local child care facilities' development projects.

Compile a resource bank for child care programs on facilities, financing sources, and business development resources.

Coordinate a child care business skills and training collaborative.

Develop one local family child care network.

Assist with related media and public relations activities.

Maintain project records and prepare reports.

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of program planning, implementation, and evaluation.

Current principles and practices necessary for small business development.

Knowledge of (Continued):

Current facilitation practices and techniques.

Child care facilities development; modern office practices, methods, and computer equipment.

Principles and procedures of record keeping; pertinent federal, state, and local laws, codes, and regulations.

Safe driving principles and practices.

Skill and Ability to:

Operate modern office equipment, including computer equipment..

Operate a motor vehicle safely.

Facilitate meetings; identify training needs.

Prepare and maintain accurate and complete records.

Prepare clear and concise reports.

Interpret and apply pertinent federal, state, and local laws, codes, and regulations.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate in English clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

Equivalent to a Bachelor's degree from an accredited college or university.

Experience:

Minimum two years experience in small business development, child care facilities development, child care facilities financing, or community planning.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

SPECIAL REQUIREMENTS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with some ability to travel to different sites and locations.

Approval Date: July, 1999.