

The Maryland-National Capital Park and Planning Commission

TITLE: Child Care Coordinator

GRADE: I **CODE:** 3428

SERIES: Parks and Recreation Management

DATE: 12/19/89

Class Definition

Under direction, assists in the overall development and administration of child care programs. Provides technical assistance in the area of child/infant care, and other issues related to child care. Performs professional work, involving considerable responsibility, complexity, and variety. Coordinates curriculum, programs and activities in all areas of Early Childhood Education at all facilities. Assists with the planning, design, and construction of new facilities. Investigates complaints and controversial matters. Manages child care program in absence of supervisor. Performs other related duties as assigned.

Examples of Important Duties

1. Monitors and assists in managing division operations. Assists in defining goals and objectives. Conducts regular inspections. Advises specialists on ways to solve technical problems, comply with administrative procedures and improve management of facilities and programs. Investigates accidents, fires and crimes. Coordinates activities with other Commission units and government agencies. Keeps supervisor informed about important matters. Recommends management actions (e.g., policies and procedures, equipment, training programs).
2. Assists with management of Division Budget. Assists in preparing annual budget request and supporting documentation. Monitors revenues and expenditures. Reviews and approves division/unit purchase requests, check requests, and contracts. Obtains bids and price quotes. Prepares purchase requisitions and check requests. Coordinates with other Commission departments, i.e., Legal, Finance, etc.
3. Coordinates new facilities. Works with architects, engineers, County and State child care regulatory bodies to review and coordinate plans for the construction of new facilities, and remodeling of present facilities. Inspects construction work.
4. Provides operating standards. Plans, schedules, and assigns work. Evaluates work and counsels staff on ways to improve performance. Recruits, selects, and trains staff. Initiates disciplinary action. Approves time cards and leave requests. Conducts staff meetings.
5. Coordinates externally. Meets with business groups, child care providers association, Planning Board, Board of Education staff,

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Examples of Important Duties (Cont.)

5. County Council and other government agencies to identify needs, plan, assist, or coordinate activities, and answer questions about child care programs. Gives presentations at state, national and local seminars and conferences. Investigates complaints.
6. Assists with Division records. Provides staff analyses on records of revenues and expenditures, time cards, inventory of supplies and equipment, accidents, and injuries. Maintains all records required by Commission, Department of Human Resources, and County government for child care staff and facilities. Writes administrative reports.
7. Collects data relevant to specialty area. Provides technical assistance to County businesses interested in employer-supported child care programs.
8. Conducts research. Reviews technical literature, conducts surveys, meets with vendors, exchanges information with other government agencies, and attends professional conferences to identify new programs, methods, and equipment which might be useful for division programs or facilities.

Important Worker Characteristics

- A. Knowledge of (1) Early Childhood Education; (2) Infant/Toddler Day Care; (3) business administration; (4) Commission activities;* (5) Commission organization;* (6) Commission policies and procedures;* (7) equal employment opportunity; (8) management; (9) Merit System Rules and Regulations;* (10) statistical analysis; (11) supervision; (12) microcomputer; (13) budget procedures and principles; (14) State of Maryland regulations governing group day care centers; (15) office practices.
- B. Skill in the operation of (1) auto; (2) calculator; (3) user-friendly computer software.
- C. Ability to (1) solve complex problems involving many variables; (2) analyze data; (3) read technical reports and correspondence; (4) write reports and correspondence; (5) use proper spelling, punctuation, and grammar; (6) make formal presentations to large groups; (7) communicate effectively with all staff levels and the public; (8) organize work effectively; (9) oversee design

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Important Worker Characteristics (Continued)

and development of brochures, reports and related material; (10)
provide courteous service.

* Developed primarily after employment in this job class.

Minimum Qualifications

1. Bachelor's degree in Early Childhood Education, Elementary Education, or related areas, and five years of professional experience in one of these areas; or
2. Master's degree in Early Childhood Education, Elementary Education, or related areas, and three years of experience and education in one of these areas.
3. An equivalent combination of education and experience.
4. Valid driver's license or the ability to acquire one.

Working Conditions

Works in office, community or facility. Works extended hours, early mornings, evenings, and occasional holidays. Some driving. Responds to crisis intervention situations.