

JOB DESCRIPTION

April 2017

Placer County Office of Education
1400 W. Stanford Ranch Rd.
Rocklin, CA 95765

PROGRAM SUPPORT SPECIALIST II - EARLY CHILDHOOD EDUCATION

General Purpose:

A Program Support Specialist II - Early Childhood Education is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). Provides general administrative support for Placer County Office of Education (PCOE) Early Childhood Education programs.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Assists with the planning, operation and evaluation of child care and development programs.
- Performs a variety of complex financial and statistical record keeping, data entry, and reporting assignments.
- Assists with the design and implementation of staff and client training and agency public relations.
- Designs public relations material.
- Operates a variety of office equipment, including computers, photocopy machines, 10-key calculator, fax and laminator.
- Collects program information and inputs into databases using a variety of computer software packages.
- Provides computer support and training to staff.
- Oversees departmental purchasing.

Minimum Qualifications:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:

- A Bachelor's degree in child development, business, public administration, public relations, marketing or related field is preferred.

Experience:

- Minimum of three years of increasingly responsible experience in administrative support in child development or related field.

Knowledge, Skills and Abilities:

- Knowledge of federal and state child care and development program operations and regulations.
- Knowledge of computer systems, software packages, and general office procedures.
- Knowledge of principles of training.
- Skills required to perform multiple technical tasks with a frequent need to upgrade skills due to changing job conditions.
- Ability to interpret and apply policies, laws, rules and regulations as applicable.
- Ability to take responsibility and use good judgment in exercising scope of authority.

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- Ability to design and implement training and monitoring programs.
- Ability to use a computer, learn new software systems, maintain records, prepare reports and informational material
- Ability to establish and maintain cooperative working relationships.
- Ability to deal tactfully and courteously with program providers, clients and staff of other government agencies

Required Testing:

- Applicants may be tested.

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

- Work is performed in an office or school environment, continuous contract with staff, and representatives of other agencies.

Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

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FLSA Status: Non-exempt

Employee Group: Classified

Salary Grade: 30.5

Reviewed and Approved:

Supervisor: 

Date: 4/13/17

Human Resources: 

Date: 4/6/17