

Position:	Children's Center Office Manager	Position Control:	
Department:	Children's Center	Position Class:	
Gives Direction:	--	Unit:	Classified
Direct Supervisor:	Director of the Children's Center	Salary Range:	22
Next Level Supervisor:	--	Hours per week:	40
Educ. Admin.:	VP of Instruction	Months per year:	12
Date Established:		FLSA Exemption Status:	Non-Exempt

DEFINITION

Under limited supervision, the Children's Center Office Manager provides direct assistance to the Children's Center Director by performing a general range of coordination duties including daily oversight and budget.

CLASS CHARACTERISTICS

Employees in this class perform complex office coordinator duties such as record keeping and financial accounting including budget preparation and maintenance, maintaining confidential information, compiling state reports, determining eligibility, calculating parent fees, overseeing daily operations of the office, reviewing staff monthly time cards, and keeping current on the information regarding regulations and compliance law of the Child Development Division of the State Department of Education

REPRESENTATIVE DUTIES

The following duties are typical of those performed by employees in the classification, however, employees may perform other related duties not listed and not all duties listed are necessarily performed by each employee.

Assist in daily operations of the Children's Center Office.

Prepare and maintain program budgets and independently track expenditures to assist in the maintenance of a balanced budget, and make budget transfers as necessary.

Maintain data files.

Prepare reports, letters, and memos.

Assist Director in confidential matters.

Track and verify all time cards for employees.

Compiles monthly attendance data, monthly meal count reimbursement claims, payments, and expenditures to complete reports to State of California and fiscal reports for various grants.

Bills, collects, record, and deposit payments for the Center.

Assists in maintaining required staff/child ratios.

REPRESENTATIVE DUTIES, continued

Assists staff, children, and parents in emergency situations.

Assists with accreditation visits and follow-up.

Completes mandatory State trainings.

Assist with licensing reports.

In the absence of the Director, provides direction and guidance to staff.

Attends meetings as assigned and provides administrative support.

Assists staff with purchase orders and travel processing.

Processes mail.

Performs related duties as assigned

EMPLOYMENT STANDARDS

Minimum Qualifications

Education and Experience

Associate Degree or equivalent and one (1) year of experience in an office setting. In the absence of an Associate Degree, the candidate may have high school diploma or equivalent and three (3) years of experience in an office setting. Possess the sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic background of community college students.

Desirable Qualification

California Department of Education on Teacher Credentialing Site Supervisor Child Development Permit.

Knowledge of

Secretarial and office management skills.

Complex and changing state regulations, Title 22, and Title 5 and procedures for various program including eligibility, fees, enrollment, child/employee ratios, and meal reimbursement.

Admission requirements and waiting list systems.

Budget processes, accounting procedures and programs for collecting fees, making deposits, and billing.

Computerized word processing, spreadsheets, data entry, internet and email programs as well as other common office machines.

District policies for employee time keeping.

Maintenance of confidentiality regarding employees, parents, and children.

Program referral procedures.

Emergency procedures.

Ability to

Ability and desire to work effectively with students, staff, parents, and the public; show initiative, poise, good judgement and tack; ability to work independently.

Make sound and responsible decisions using best child development principles.
Be efficient and well organized.
Make child placements into correct programs according to eligibility.
Use Standard English in communication with vendors to place orders and stock supplies.
Keep files current, accurate, and in order.
Make independent decisions and assist in supervision and instruction of classified employees relating to their individual job duties.
Comply with requested data, reports, fiscal operations, and child-family documentation.

WORKING CONDITIONS

Assignments are typically 40 hours per week and 12 months per year.
May require over-time or evening hours throughout the year.
Work is generally performed indoors but may involve traveling to district or county offices to complete assignments or for research, workshops, training or meetings.

Physical Requirements

1. Ability to work at a desk, a conference table, or in meetings of various configurations.
2. Ability to stand and circulate for extended periods of time.
3. Ability to see for purposes of reading laws, codes, rules, policies, other printed matter, and observing students.
4. Ability to hear and understand speech at normal levels.
5. Ability to communicate so others will be able to clearly understand a normal conversation.
6. Ability to bend and twist, run and jump.
7. Ability to lift and carry 50 lbs.
8. Ability to reach in all directions.
9. Flexibility and agility in participation in children's activities.

Reasonable accommodations will be made for candidates and employees with physical disabilities.

ENVIRONMENT

Work is performed in an office environment and in the classrooms and playgrounds of the Children's Center.

SUPERVISION

Supervision is received from the Director of the Children's Center. Provides daily work direction and supervision and maybe given work direction on projects as assigned.

PAY RANGE

Range 22 on the Classified Employees Salary Schedule/Non-Exempt.

DISCLAIMER

Positions in this classification may be grant or categorical funded and continued employment is contingent on adequate availability of funds.