

Summary of Duties: Directs, organizes, and facilitates the efforts of parties involved in providing child care services in areas throughout the City of Los Angeles; plans, coordinates, and oversees activities designed to achieve the goals and objectives of the City Child Care Policy; advises and makes recommendations to the Mayor's Office, the City Council and its Committees, the City's Child Care Advisory Board, City departments, and other public and private agencies on a wide range of child care issues; assigns, reviews, and evaluates the work of subordinates; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; and does related work.

Distinguishing Features: The **Child Care Coordinator** is responsible for the development and coordination of activities designed to implement the City Child Care Policy. The incumbent works closely with a variety of individuals and organizations throughout the community to focus and coordinate their efforts in providing child care services. In this capacity, the Child Care Coordinator advises and makes recommendations to the Mayor, the City Council and its Committees, the Child Care Advisory Board, City departments, child care providers, private sector developers, and other parties involved in the provision of child care services within the City of Los Angeles. As the employee with the most comprehensive understanding of the City's child care needs and programs, the Child Care Coordinator acts as representative for the City before other governmental agencies and private organizations on issues involving the City Child Care Policy. An employee of this class receives minimum supervision, with work reviewed in terms of objectives accomplished.

A Child Care Coordinator differs from a Child Care Program Manager in that the latter administers a child care program in a City department, while the former is responsible for coordinating both public- and private-sector efforts in providing affordable, quality child care in the City of Los Angeles.

As a bona fide supervisor, the Child Care Coordinator is distinguished from a lead worker in that the incumbent is responsible for the performance of the full range of supervisory activities including the application of discipline, the processing and resolution of grievances, the evaluation of performance, and approval of requests for time off.

Examples of Duties: A Child Care Coordinator:

- * Plans, coordinates, and oversees activities designed to achieve the goals and objectives of the City Child Care Policy;
- * Directs staff and personally performs the more difficult and complex work in conducting research and preparing reports and recommendations on a wide range of child care issues;
- * Makes presentations before the City Council and its Committees,

- Mayoral staff, the Child Care Advisory Board, City commissions and boards, and other public and private agencies on child care issues as they relate to the City's Child Care Policy;
- * Prepares periodic written progress reports for the City Council and its Committees regarding child care program activities;
 - * Works with the Child Care Advisory Board in developing programs to implement the City's Child Care Policy;
 - * Identifies and develops child care options and activities available to the City in the delivery of child care services to City employees;
 - * Coordinates and presides over meetings of City departments to identify resources, share information, and provide technical assistance in addressing child care needs;
 - * Acts as the City's spokesperson for child care issues before public and private organizations and the news media;
 - * Assists the Planning Department in reviewing and recommending revisions to the Citywide Plan and Community Plans to enhance the delivery of child care services;
 - * Provides information and materials to developers and providers of child care services to assist in their compliance with local and building, safety, planning, zoning, and fire laws and codes applicable to the construction, rehabilitation, and operation of facilities designed for child care use;
 - * Maintains liaison with community child care agencies and organizations to identify existing child care needs and resources;
 - * Reviews the range and facilitates the development of funding sources for child care services;
 - * Oversees contract compliance of City's on-site child care provider;
 - * Assists other City departments in reviewing activities and providing information relevant to the provision of child care services in the City of Los Angeles;
 - * Advises vendors and City departments regarding the City's Child Care Vendor Preference Policy;
 - * Prepares guidelines and criteria regarding requests for use of vacant or under-utilized City owned property or facilities by qualified non-profit child care providers;
 - * Reviews, analyzes, and makes recommendations regarding legislation and ordinances which affect the provision of child care in the City of Los Angeles;
 - * Promotes and facilitates the use of the services provided by the Board of Public Works Commercial and Industrial Coordinating and Expediting Division (CICED) to assist developers who incorporate child care facilities in their development plans;
 - * May supervise administrative and clerical personnel engaged in providing staff support;
 - * Communicates equal employment/affirmative action information to employees;
 - * Applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates;
 - * Assists employees in preparing for promotion as described in the

City's Affirmative Action Program.

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: The incumbent must have the following knowledges and abilities:

A good knowledge of:

- * Issues, practices, and trends in the field of child care;
- * Federal, State, and local legislation regarding child care and related issues;
- * Range and sources of funding available for the provision of child care services;
- * Local and State building, safety, zoning, fire, and handicap laws, regulations, and codes applicable to the operation of a licensed child care facility;
- * State licensing requirements for child care facilities;
- * Child development including mental, physical, emotional, and social needs;
- * Principles of organization and management;
- * Supervisory principles and practices, including planning, delegating, and controlling the work of subordinates;
- * Techniques of training, instructing, and evaluating subordinate work performance;
- * Techniques for counseling, disciplining, and motivating subordinate personnel;
- * Procedures for grievance handling;
- * Supervisory responsibility for equal employment opportunity and affirmative action as set forth in the City's Affirmative Action Program;
- * Effective safety principles and practices;

A general knowledge of:

- * City personnel rules, policies, and procedures;
- * Memoranda of understanding as they apply to subordinate personnel;

The ability to:

- * Exercise sound administrative judgement, originality, and initiative in the development of new methods and procedures and in the solution of difficult problems;
- * Plan, organize, implement, and evaluate effective programs and activities;
- * Speak effectively and persuasively at government, community, and public meetings;
- * Deal tactfully and convincingly with government officials, employees, and the public;
- * Write reports and correspondence clearly and effectively;

- * Establish and maintain a work environment to enhance both employee morale and productivity;
- * Apply sound supervisory principles and techniques;
- * Fulfill supervisory affirmative action responsibilities as indicated in the City's Affirmative Action Program.

Minimum Requirements:

1. Graduation from a recognized four-year college or university; and
2. Four years full-time paid experience in the development, implementation, and management of community or social service programs which include a child care program element, or as an advocate or consultant for a child care service agency or organization.

A bachelor's or master's degree in Public Administration, Early Childhood Education, Social Welfare, or related field is highly desirable.

License: A valid California Driver's license and a good driving record may be required.

Physical requirements: Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight.

Those with medical limitations may be able to perform the duties of this class with reasonable accommodation. The decision to accommodate someone's limitations will be made on an individual basis and depends on the types of limitations, what the hiring department can reasonably do to accommodate them, and the specific qualifications for the job.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.