

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: LPC ADMINISTRATIVE SPECIALIST**

#### **BASIC FUNCTION:**

Under the supervision of the Director - Early Learning Services, coordinates the communication, meetings, partnerships, information and activities of the Local Early Education Planning Council (LPC); provides responsible assistance and support to LPC and serves as a representative at State and local meetings and events; serves as a technical resource to County Office staff and the community regarding early learning at the local, State and national level.

#### **REPRESENTATIVE DUTIES:**

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

#### **ESSENTIAL DUTIES:**

Coordinates correspondence, meetings and partnerships for the LPC; serves as point of contact between the LPC and California Department of Education.

Coordinates the data gathering and development of reports and plans mandated by the California Department of Education including LPC Priority Zip Codes, Early Care and Education Needs Assessment, Voluntary/Temporary Transfer of Funds Processes and other reports; staffs LPC sub-committees; serves on various early learning advisory groups

Serves as point of contact between LPC and community; represents LPC in local planning and coordination activities.

Develops and coordinates professional development trainings to address needs identified by State Child Care Providers and/or the LPC; Serves as a coordinator for the California Transitional Kindergarten Stipend Program; develops, coordinates & promotes the stipend application process in partnership with assigned staff.

Provides administrative support to the LPC; maintains and updates mailing lists and related correspondence; disburses correspondence to interested parties relating to early learning trainings, job announcements, journal articles, events and workshops.

Serves as a technical resource to LPC members, early learning providers, families, community agencies, school district and community members regarding early learning initiatives; provides advisory and referral services to early learning agencies, the educational community and the general public; Plans, schedules, coordinates and facilitates LPC meetings; takes and transcribes minutes; prepares and posts agendas; presents materials and information to LPC membership.

Inputs a variety of data into an assigned computer system; maintains automated records and files; initiates queries, manipulates data and generates a variety of computerized records and reports as assigned; audits input and output data for accuracy and completeness.

Communicates with personnel to exchange information, coordinates activities and resolves issues or concerns; recruits volunteers by advertising event activities to personnel and the public.

Operates a variety of office equipment including a calculator, copier, fax machine, computer and assigned software; drives a vehicle to conduct work.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles of child development and early care and education.

Educational programs, services, standards, requirements and procedures of LPC and early learning entities.

Local and County child care providers.

Child Development programs offered by the State Department of Education.

Grants and funding concepts.

Federal, State and local laws, ordinances and codes pertaining to child care programs.

Modern office practices, procedures and equipment.

Record-keeping and report preparation techniques.

Telephone techniques and etiquette.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Operation of a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Basic math.

**ABILITY TO:**

Coordinate correspondence, meetings and partnerships for the LPC.

Provide administrative support to the LPC.

Serve as a technical resource to LPC members, early learning providers, families, community agencies, school districts, and community members.

Serve as an advisor for professional development participants in the CARES Plus Program.

Maintain records and prepare reports.

Type or input data at an acceptable rate of speed.

Operate a variety of office equipment including a computer and assigned software.

Understand and follow oral and written directions.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Complete work with many interruptions.

Meet schedules and timelines.

Receive, sort and distribute mail.

Add, subtract, multiply and divide quickly and accurately.

**EDUCATION AND EXPERIENCE:**

*Any combination equivalent to:* Bachelor's degree in child development, early childhood education, or a related field, and three years of administrative support experience working in an educational agency providing early care and education services.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Constant interruptions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information in person and on the telephone.  
Sitting or standing for extended periods of time.  
Seeing to read a variety of materials.  
Bending at the waist, kneeling or crouching to file materials.

Approved by Personnel Commission: December 14, 2016



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Kristin Olson  
Director-Classified Personnel Services

Date: 12/14/16