

SANTA BARBARA COUNTY EDUCATION OFFICE
Personnel Commission

CLASS TITLE: LIAISON/CLERK, CHILD DEVELOPMENT AND CHILD CARE FOOD PROGRAM

BASIC FUNCTION:

Under the direction of the Program Director, establish eligibility for parent participation in subsidized child care in accordance with established funding guidelines. Recruit and monitor participation of Family Home Child Care Providers in the Child Care Food Program. Conduct site-monitoring visits to state preschools and CalSAFE centers for compliance with Child Care Food Program (CCFP) regulations. Perform a variety of responsible and technical clerical duties.

REPRESENTATIVE DUTIES:

1. Establish and monitor eligibility for parent and provider participation in subsidized child care or Child Care Food Program in accordance with funding guidelines.
2. Establish and maintain a variety of records, files, and reports, including parent and providers files. Compute parent fees.
3. Re-certify eligibility for continued parent or provider participation periodically or as needed and/or as eligibility changes; meet with parents or providers to review records.
4. Under the direction of the program director, assist with reports and data collection.
5. Schedule appointments and meet with parents and providers. Conduct regular provider training visits and site monitoring visits with providers, state preschools and CalSAFE sites.
6. Receive and respond to telephone requests for program information and procedures. Operate standard office equipment.
7. Complete attendance and Child Care Food Program reports. Review attendance records for accuracy and completeness; contact parents and/or providers as needed to document attendance.
8. Recruit providers to participate in Child Care Food Program. Maintain a participation level of 55 providers per month.
9. Participate in staff meetings, professional development opportunities; attend meetings, workshops or conferences.
10. Monitor provider and center menus for compliance with Child Care food Program nutrition standards. Provide nutrition education to providers and center staff.
11. Maintain confidentiality of information.
12. Perform other job-related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment
Telephone techniques and etiquette
Record-keeping techniques
Correct English usage, grammar, spelling, punctuation and vocabulary
Oral and written communication skills
Interpersonal relations skills using tact, patience and courtesy

ABILITY TO:

Analyze and comprehend policies, laws, regulations and procedures relating to various child development programs
Analyze situations accurately and adopt an effective course of action
Make arithmetic calculations accurately
Understand and follow oral and written directions
Communicate effectively both orally and in writing
Operate modern office equipment
Obtain information for a variety of sources and compile, maintain and submit accurate and complex records and reports
Work cooperatively with others and establish and maintain effective relationships with others
Work confidentially with discretion
Plan and organize work and meet schedules and time lines

EDUCATION AND EXPERIENCE:

Graduation from high school or General Education Diploma, including demonstration of responsible clerical experience and two years experience involving independent judgment and public contact.

LICENSES AND OTHER REQUIREMENTS:

Incumbents in this class must possess a valid California driver=s license and insurance coverage as required by the Santa Barbara County Education Office.

WORKING CONDITIONS:

School and typical office environment; driving from site to site to conduct work

APPROVED BY PERSONNEL COMMISSION: November 14, 1986

Revised October 28, 1993

Revised December 19, 2002