

**ASSISTANT DIRECTOR - CHILD DEVELOPMENT TRAINING CONSORTIUM****DEFINITION**

Under administrative direction, assists in the planning, organizing, directing and evaluating of the policies, regulations, guidelines, and procedures pertaining to the Child Development Training Consortium programs; aids in the organization and directing of the federal and state consortium grants and statewide training programs; monitors budgets, expenditures and reports related to funded programs and performs other duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Director of the Child Development and Training Consortium or other higher level academic dean or Vice Chancellor.

Provides direct supervision to project managers and may provide indirect supervision or direction to other program staff.

**EXAMPLES OF DUTIES** (*Illustrative Only*)

- Monitor, review, coordinate, and provide direct supervision over project management staff.
- Provide management training; advise and approve plans for programs as well as evaluation detail concerning the performance of the Child Development Training Consortium staff.
- Review, research, and evaluate training proposals and grant development matters, and assist in monitoring funded projects to ensure compliance with County, State, Federal guidelines and requirements Participate in comprehensive child development training programs and services.
- Prepare a variety of management and operation evaluation reports concerning purchases, payments, budget revisions; sign off on all staff travel and leave requests.
- Compose monthly program reports, annual year-end reports to ensure compliance with external audits, and program compliance review exceptions.
- Assist community college management and instruction personnel concerning child development training programs.
- Conduct on-site visits to participating training groups to ensure compliance with project operational goals and objectives.
- Review, evaluate, and make recommendations to revise, update pertaining guidelines and innovative practices in child development programs.
- Performs other duties as assigned.

**TYPICAL WORKING CONDITIONS**

- Work is generally performed in a standard office environment.
- Work may require occasional evening and weekend hours.

## MINIMUM QUALIFICATIONS

### Knowledge of:

- Principles, techniques, procedures, and strategies concerning the assessment and evaluation of child development training programs;
- Legal mandates, policies, regulations, and operational procedures pertaining to the Federal and State Child Development Training project and programs;
- State, Federal, and local community groups and agencies that provide assistance and guidance to child development programs and activities;
- Budget administration, administrative analysis and research techniques, methods of program evaluation;
- Human relations techniques and strategies, conflict resolution, and team building principles and techniques.

### Ability to:

- Administer state-funded child development programs and budgets;
- Provide resource support and coordination of a State-wide Child Development Training Consortium;
- Analyze and assess project needs, participate in the review and evaluation of the Child Development Training Consortium programs and projects;
- Establish and maintain effective organization, community, and public relationships with diverse groups;
- Be diplomatic, as necessary; problem solve,
- Communicate effectively in oral and written English;
- Understand and carry out oral and written directions with minimal supervisory controls.

### Licenses and Certificates:

Possession of a valid California Motor Vehicle Operator's License.

### Physical and Mental Standards:

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes.
- **Lifting:** occasional lifting of papers, files, equipment and material weighing up to 25 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.

- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

**Education and Experience:**

*Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:*

- **Education:** Equivalent to the completion of an earned Bachelor of Arts or higher degree from an accredited college or university in child development, early childhood education, or a closely related field.
- **Experience:** Three years of successful child development program management experience with one year of supervisory experience in child development and project training programs.

*Class Adopted: 03/01/09  
Class Amended: XX-XX-XX*