

CHILD DEVELOPMENT TRAINING CONSORTIUM (CDTC)
PROJECT MANAGER

DEFINITION

Under direction plans, organize, manages the operations and activities of a major section or specifically funded Child Development Training Consortium (CDTC) project; assists in the planning, organization, development and maintenance of a record of specially funded projects; articulates with child care/development professionals, local, county, and state agencies; ensures contract compliance; and performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a multi incumbent class consisting of several project managers responsible for a managing a series of state and federally funded programs statewide. The services and programs sponsored include funding for specific educational costs at 96 community colleges throughout the state, career incentive grants, child development permits, professional growth advisor program and a series of other childcare training programs.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the CDTC Director or Assistant Director.

Provides direct and indirect supervision to lower level professional and support staff of assigned area.

EXAMPLES OF DUTIES

- Manage, plan, organize, coordinate and evaluate the operations and activities of a major section or specifically funded Child Development Training Consortium (CDTC) project;
- Ensure that project standards are maintained in compliance with the project contract.
- Plan and conduct informational, orientation and advisory committee meetings within assigned project areas.
- Design and implement a system for payment of project funds to appropriate individuals/agencies.
- Maintain dialogue with child care/development professionals and local, county, and state agencies to ensure clarity regarding focus and purpose of the project, and for project implementation contained in operating procedures by the funding agency.
- Implement and oversee a system of project funds; develop written proposals for funding; approve budgets ; monitor and make revisions as needed same.
- Oversee audit and process applications for all grants and participant applications for completeness and eligibility.
- Prepare formative and summative monthly, quarterly, and year-end reports.
- Organize and publicize the specially funded CTDC project, services and opportunities throughout the designated service area.
- Develop project resources and training materials for local and/or state dissemination.
- Oversee the translation of project materials.

- Supervise, train and evaluate assigned personnel.
- Assist in the preparation and monitoring of project database.
- Represent the project publicly through public presentations and media campaigns.
- Perform other required duties as necessary.

TYPICAL WORKING CONDITIONS

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

MINIMUM QUALIFICATIONS

Knowledge of:

- Organization, structure, principles and practices of child development curriculum within the California community college and university systems,
- Current issues related to the child care/development field;
- Child development permit matrix;
- State, federal and local community groups and agencies that provide assistance, guidance, and funding to child development programs and activities;
- Legal mandates, policies, regulations and operational procedures pertaining to the federal and state child development training projects and programs;
- Effective training and meeting facilitation principles;
- Budget construction and expenditure control methods;
- Advanced principles of English usage and grammar;
- Methods of program evaluation and control;
- Principles and techniques of human relations, conflict resolution strategies and team building.

Ability to:

- Plan, organize and administer child development programs, including budget development and program control;
- Supervise employees;
- Communicate effectively with staff, community, county, state and federal officials;
- Conceptualize and communicate with accuracy, complex systems problems and solutions;
- Meet time constraints in the preparation of reports, materials, and data;
- Establish effective working relationships with project constituents from diverse populations;
- Converse with persons in authority and government dignitaries with confidence and equanimity;
- Reconcile divergent opinions of subordinates and colleagues; build consensus when needed
- Research and prepare administrative reports and budgets;
- Read, understand, interpret and apply laws and policies, rules, contract guidelines and practices related to the specially funded project.

Licenses and Certificates:

Possession of a valid California driver's license.

Child Development Permit is desired.

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 50 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 possession of Bachelor's of Arts Degree in Child Development or an Associate of Arts Degree in Child Development or a related field
- **Experience:** Five years of successful child care/development program management experience, including one year of experience in a lead or supervisory capacity.

Class Adopted: 03/01/09
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