

CITY OF EMERYVILLE

Created: October 2012

TITLE: FAMILY SUBSIDY SPECIALIST

FLSA: Non-Exempt

Job Code: 1655

FAMILY SUBSIDY SPECIALIST

ABOUT THE POSITION:

Under general supervision, performs a variety of administrative and operational program functions in support of the Child Development Center's programming with special emphasis on the recruitment, evaluation, eligibility and certification of families for the state subsidized childcare program; works with Center management to support staff development as needed; may be assigned to teach a classroom to ensure classroom ratios; performs related administrative and program duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This is a single position class, requiring specialized knowledge of the eligibility requirements of the state subsidized childcare program. The incumbent has the main responsibility for recruiting, evaluating and the on-going certification of eligibility for families in the State subsidized childcare program and performs these duties with minimal supervision. This class is distinguished from the Child Development Center Supervisor classification in that the latter has effective supervision responsibility of the Center's teaching staff and operation in the absence of the Center Manager.

Duties and Responsibilities: The duties and responsibilities listed below are illustrative only and are not meant to be a full and exhaustive listing of all of the duties and responsibilities of the classification.

Researches, reviews and maintains competence with state guidelines associated with the subsidized childcare programs;

Recruits families for the subsidized care slots in the Center, and maintains waiting lists for future openings;

Determines eligibility of subsidized families for the program and issues Notice of Action, as needed;

Monitors attendance and collects documentation of attendance required for subsidized program reporting;

Prepares, submits and maintains records required for all subsidized program reporting requirements, including the monthly, quarterly or annual State of California Department of Education reports;

Maintains and updates records in the City's data collection tracking system;

Corresponds with the State consultant and other outside resources relating to the subsidy program;

Represents the center by attending Child Care Planning Council's eligibility meetings and other County and/or State compliance meetings;

Collaborates with the Center Manager and Center Supervisor in developing enrollment projections and the maintenance of the Center's enrollment roster;

Coordinates activities and confers with other departments, divisions, agencies, volunteers and community groups and school officials;

Maintains and ensures inventory of classroom supplies for programs and facilities being served; and

Attends and supports Community Services programs, community meetings, training programs, as assigned;

QUALIFICATIONS:

Knowledge of County and State regulations pertaining to early childhood and pre-school programs; basic principles and practices of community organizations; full range of computer software in Microsoft Office Programs such as Outlook, Word, Excel, PowerPoint, etc.

Skilled in monitoring and evaluating programs and reporting outcomes both qualitatively and quantitatively; following complex oral and written directives and guidelines; making accurate mathematical computations; analyzing and evaluating situations; reaching sound conclusions; and making appropriate recommendations.

Ability to communicate effectively, both orally and in writing, with an economically, ethnically, and racially diverse population; establish and maintain effective relationships with staff, teachers, parents, children and other City personnel; enter and maintain attendance and program records; handle competing priorities and demands; analyze family income and apply state eligibility requirements against application document submitted for the program.

Education and Experience

Any combination of education and training that would likely produce the required knowledge and abilities is qualifying. A typical way to qualify is:

Equivalent of an AA degree with emphasis in Education, Child Development, or a related field; plus the equivalent of two years of experience working in a Child Development Center setting, one year of which involves valuating families for the California Department of Education subsidized families program. Experience working with data collection applications (such as

Access, Excel or proprietary system preferred.

Must possess a State of California Site Supervisor permit, issued by the Department of Education.

Special Requirements/Working Conditions:

Eye sight sufficient to read data, memos, spreadsheets, vouchers, computer screens; manual dexterity to operate a personal computer, typewriter, photocopying, word processor; ability to sit for extended periods; stand, walk, bend reach above and below shoulders, lift and carry objects weighing up to 20 pounds, work occasional long hours; stamina to interact with children in a variety of pre-kindergarten age groups. Ability to work both indoors, outdoors, work evenings and weekend hours.

A valid California driver's license with a satisfactory driving record OR demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties. Maintenance of a current first aid certification is required.