

## **JOB DESCRIPTION TELLER COUNTY**

**Job Title:** TPECC Council Program Coordinator

**Classification:** Exempt

**Department:** Dept. of Human Services

**Range:** 42

**Reports to:** Prevention Services Supervisor

**Job Status:** Part Time

### **SUMMARY OF JOB RESPONSIBILITIES:**

The Teller/Park Early Childhood Council (TPECC) Coordinator is a grant-funded position that is responsible for the operation of the Teller/Park Early Childhood Council including grant writing to ensure continued funding and ensuring that all legal requirements of the operations are met according to the grant. Responsible for the supervision of other grant-funded positions within the program.

**FUNCTIONS/TASKS:** *(All persons, with or without reasonable accommodation, who can perform the essential functions/tasks required on this job or position will receive full consideration toward it.)*

#### **ESSENTIAL FUNCTIONS:**

- (1) Coordinate and distribute materials for TPECC meetings.
- (2) Coordinate and implement the strategic planning process and monitor, document and report outcomes.
- (3) Manage grants including financial management program benchmarks, outcomes and reporting.
- (4) Supervise other grant-funded positions within the program, including contracts.
- (5) Expand current resources through grants and other sources to meet strategic plan outcomes.
- (6) Attend and participate at statewide meetings and trainings and communicate information to council and supervisor.
- (7) Develop awareness and connections with community partners and providers.
- (8) Responsible to facilitate task group activities.
- (9) Responsible to develop and maintain council membership.
- (10) Responsible for outreach and navigation activities to ensure quality improvement at childcare sites.
- (11) Work with quality improvement coach to promote quality improvement in early childcare and learning throughout Teller and Park counties.

#### **OTHER FUNCTIONS/TASKS:**

- (12) Perform similar duties as required.

## **TPECC Council Program Coordinator (continued)**

**MINIMUM REQUIREMENTS:** (The following requirements are necessary to reasonably ensure the County that the individual selected for this position will be able to perform the essential functions and/or tasks of the position.)

- (1) **Skills/Knowledge:**
  - Working knowledge of early childhood systems.
  - Working knowledge of writing grants, research and application of other funding sources.
  - Excellent organization, facilitation, written, verbal and social interaction and communication skills.
  - Ability to, professionally and effectively, build cooperative and diverse relationships.
  - Ability to network with community resources.
  - Ability to self-manage and work independently.
  - Ability to manage multiple tasks and set priorities.
  - Ability to manage multiple program and operational budgets.
  - Ability to operate various office equipment and computers.
- (2) **Experience/Education:** Bachelor's degree in Early Childhood Education or related field plus two (2) years of experience in business management or any equivalent combination of education and experience.
- (3) **Visual Acuity/Hearing/Speaking:** Ability to read English, ability to communicate effectively both verbally and in writing; ability to speak in public.
- (4) **Physical Effort/Dexterity:** Manual dexterity; ability to drive a car; ability to lift and carry 40 pounds; ability to use a computer, ability to read characters on a computer screen, ability to sit, stand, walk, kneel, bend, and stoop.
- (5) **Environmental Factors:** Most work is sedentary in an office setting which may require long periods of sitting. Travel between counties is required.
- (6) **Work Schedule/Characteristics:** 28 hours per week. May require travel to meetings after hours.
- (7) **Special Requirements:** Possession of a valid Colorado driver's license.