

To College Council 10-14-14

Job Description/Title: Division/Unit Office Manager → Unit Office Manager, Child Development Center

Approved, Bargaining Unit President:

Approved, MPC Associate Dean, Human Resources:

Board Approved:

**MONTEREY PENINSULA COLLEGE
UNIT OFFICE MANAGER, CHILD DEVELOPMENT CENTER**

Job Summary

Under general direction of the Child Development Director, perform a wide variety of complex tasks including responsibility and support for technical activities related to the responsibilities of the Child Development Center. Receive minimal supervision and make routine decisions within a broad framework of standard policies and procedures. Coordinate the office activities, perform office management duties; exercise good judgment and problem solving skills in the application and execution of the child development center's decisions and procedures; explain college, state and federal policies, procedures, standards and requirements; establish and maintain good public relations with staff, faculty, students, parents, and the community at large.

EXAMPLES OF FUNCTIONS

Essential Functions

Essential Functions may include, but are not limited to the following:

Provide complex and routine office, technical, and administrative detail work for CDC Director and staff which may include but is not limited to: production of reports and documents, including statistical reports, flyers, mailing lists, posters, manuals, letters, memos, minutes, and other items using a variety of computer software and office equipment.

Process administrative detail not requiring the immediate attention of the supervisor and initiate projects as needed; assist supervisor with special projects as assigned. Monitor, track, and review a variety of data for completion and conformance with established District, state and federal regulations and procedures.

Serve as a source of information regarding the laws, regulations, policies and procedures of Monterey Peninsula College, the Child Development Center, state and federal regulatory agencies, and how they are applied. Serve as liaison with administrative offices, on and off campus organizations, and students.

Coordinate various meetings, ceremonies, receptions, parent orientations and meetings, and parent volunteer and student worker orientations as assigned; provide support services for visiting training speakers including reserving meeting rooms and accommodations; prepare agenda items. Prepare and maintain a master calendar for the Director.

Coordinate parent volunteers and observers with the Lab School staff. Maintain currency of parent volunteer documentation. Assist Director with dissemination and collection of data from parent surveys.

Assist in the development and maintenance of the Center's District and grant budgets, including but not limited to instructional supplies, equipment repair, purchasing, maintenance agreements, student help, and classified employees; maintain spreadsheets and database systems and submit report to state and federal regulatory agencies. Maintain inventory, requisition supplies.

Prepare and process family fee billing for Self Pay subsidized families; manage monthly, quarterly, and annual income reporting; process licensing fee. Reconcile time sheets.

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Maintain the enrollment management system; manage waiting lists, coordinate enrollment procedures; maintain family/child files and monthly attendance, and compile daily and monthly food reports.

Other Duties

Perform other related duties as assigned.

Participate on committees as required.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of education, experience and training that would indicate possession of the required knowledge, skills and abilities listed herein. For example: completion of approximately two years of college level course work, or the equivalent, in office administration or a related field, and three years of administrative experience providing advanced knowledge and skills in current and efficient office procedures and techniques.

Knowledge

Knowledge of: general functions, policies, rules and regulations of a complex organization such as a community college; budget processes, current office methods and practices including filing systems, receptionist and telephone techniques; a variety of word processing, spreadsheet and/or database programs as needed to fulfill the requirements of the job.

Abilities

Ability to: understand and independently carry out oral and written instructions; prioritize tasks and do several tasks simultaneously; accurately and efficiently use a variety of word processing, spreadsheet and/or database programs to create/produce letters, reports, spreadsheets and other documents as needed to fulfill the requirements of the job; to learn and interpret District, state and federal laws, regulation, policies and procedures; learn and successfully use new software programs as required to fulfill the requirements of the job; use appropriate and correct English spelling, grammar, and punctuation; perform arithmetical calculations with speed and accuracy; learn and successfully apply current/new office policies and procedures; analyze situations and make decisions on procedural matters without immediate supervision; communicate effectively in both oral and written form; efficiently use a variety of office equipment as needed to fulfill the needs of the job; maintain security and confidentiality of records and information; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

PHYSICAL EFFORT/WORK ENVIRONMENT

Light to moderate physical effort; occasional standing and walking; periodic handling of supplies or children up to 50 pounds. Indoor work environment.