VENTURA COUNTY OFFICE OF EDUCATION

CLASS TITLE: OPERATIONS SPECIALIST I – Early Childhood Programs (ECP)

BASIC FUNCTION:
Under the direction of the ECP Director, this position will assist in coordinating and monitoring early childhood education projects; work closely with program staff and community partners in project planning, implementation and budget and resource management, necessary to accomplish program goals and objectives. This position will also assure contract compliance with local, state, and federal regulations, policies, and timelines, including budget and grant analysis to optimize funding streams and grant applications.

REPRESENTATIVE DUTIES:
- Work with the ECP Director in coordinating countywide early learning projects;
- Remain current on and assure agreements, activities, and projects comply with applicable local, state, and federal regulations, policies and timelines; identify compliance issues and problems and assist with resolution;
- Coordinate, summarize and analyze activities related to program evaluation, including preparation of program data received from internal and external sources;
- Develop, coordinate, and write grant proposals, programmatic and budget narratives, and reports; develop, prepare, and monitor ECP state, federal, regional, and local contracts ;
- Work with ECP Director to monitor and oversee the department's annual budget, analyze and review budgetary and financial data to efficiently braid funding streams, control expenditures per guidelines, and recommend modifications as needed;
- Work with ECP Director to communicate with administrators, school district personnel and others to coordinate activities and programs, resolve issues and conflicts, and exchange information;
- Work with ECP Director to prepare and maintain a variety of narrative and statistical reports, records and files related to grant applications; assure compliance with applicable state and federal codes, rules, laws, and regulations;
- Facilitate development and implementation of outreach efforts, working with early childhood stakeholders to advocate for quality early learning programming;
- Assist with general administrative duties as directed;
- Perform duties as assigned;

KNOWLEDGE, SKILLS, AND ABILITIES:
Knowledge Of:
- Families' needs, workforce needs, and facilities issues in the Ventura County early education system in Ventura County;
- Local, state and federal regulations, funding and policy related to ECP;
- Basic budget preparation and control;
- Grant project planning and reporting;
- Ventura County Office of Education organization, operations, policies, goals and objectives;
- Interpersonal skills to include collaboration, team building, and decision-making; and
- Effective oral and written communication strategies to suit different audiences.

Skills In:

- Coordinating and monitoring multi-site early childhood education projects
- Budget and financial analysis, including braiding and blending funding streams
- Grant writing, including programmatic and budget narratives
- Contract development, monitoring, and compliance tracking
- Interpreting and applying local, state, and federal regulations and policies
- Building and maintaining relationships with school districts and community partners
- Identifying and resolving program and project issues
- Effective organization and communication skills
- Monitoring multiple projects, deadlines, and priorities
- Utilizing Microsoft Office applications and VCOE fiscal databases

Ability To:

- Plan, organize and coordinate activities to implement the overall scope of the department projects;
- Effectively communicate verbally and in writing;
- Effectively lead and facilitate group discussions;
- Maintain current knowledge of program rules, regulations, requirements, and restrictions;
- Prepare comprehensive narrative reports;
- Maintain confidential information;
- Prepare and deliver oral presentations;
- Establish and maintain cooperative and effective working relationships with others;
- Prioritize and schedule work;
- Meet schedules and timelines;
- Work independently with little direction; and
- Maintain ECP department databases and a variety of narrative and resource materials.

EDUCATION AND EXPERIENCE:

Bachelor's degree with major coursework in business administration, public administration, or a related field, and

Minimum of five (5) years of directly related experience:

- working with school districts, community partners, and special projects; and
- managing state, federal and local grants with a focus in early childhood education

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this position, employees are regularly required to bend, stoop, squat, twist, kneel, walk, sit, reach, push, pull, and grasp to access materials or equipment and complete assigned tasks. The role involves lifting and carrying up to 40 pounds from various heights, including ground, waist, chest, shoulder, and above shoulder level, and may occasionally require traversing uneven surfaces. Frequent use of a computer and telephone is expected, along with a

high level of focus for data entry, analysis, and documentation under strict deadlines. Employees must be able to manage frequent interruptions, shifting priorities, and sensitive interactions with empathy and professionalism. Clear communication in person, by phone, and via email is essential, as is the ability to read written and electronic materials and operate all required equipment. Additionally, employees must be able to travel throughout the county in a timely manner to various sites as needed.

Mental Demands
While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

Work Environment
The work environment for this position is dynamic and fast-paced, primarily based in a fast-paced office setting with frequent movement across various areas. Employees regularly interact with the public, staff, and external partners, and may occasionally be exposed to challenging individuals or urgent situations. They must be prepared to manage potential confrontations with professionalism and composure. These conditions reflect the typical demands and challenges associated with performing the essential functions of this role. Subject to driving to conduct work. May be required to use personal vehicle in the course of employment.

Hazard
Exposure to community members, students, parents, and personnel who may become disorderly.

SUPERINTENDENT POLICY NO. 4030
VCOE shall not unlawfully discriminate against or tolerate the harassment of employees or job applicants on the basis of their sex, race, color, religious creed, national origin, ancestry, age over 40, marital status, pregnancy, physical or mental disability, medical condition, Vietnam era veteran status, or actual or perceived sexual orientation. Equal employment opportunity shall be provided to all employees and applicants. Physically or mentally disabled employees or applicants may request reasonable accommodation. All employees are expected to carry out their responsibilities in a manner that is free from discriminatory statements or conduct. Employees who permit or engage in discrimination or harassment may be subject to disciplinary action up to and including dismissal.