

MONTEREY COUNTY OFFICE OF EDUCATION  
**COORDINATOR, DEVELOPMENT AND EXTERNAL SERVICES**  
**Head Start**

CLASSIFICATION:      Certificated Management  
SALARY LEVEL:         Coordinator I-IV  
WORK YEAR:            12 months

DEFINITION

Under general direction, plans, organizes, manages, and directs the acquisition operation, repair and maintenance of all Head Start buildings, facilities, grounds, and equipment. Manages the warehouse and oversees the ordering, inventory, storing, and disbursement of supplies. Provides technical assistance to the director and other program staff.

SUPERVISOR

Head Start Director

POSITIONS SUPERVISED

Facilities Supervisor  
Warehouse/Utility Worker  
Maintenance Supervisor/Bus Driver Trainer

QUALIFICATION REQUIREMENTS: To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EXAMPLES OF DUTIES

ESSENTIAL DUTIES

Supervises, trains, evaluates, assigns, and transfers assigned staff in accordance with County Office of Education, Head Start Personnel Policies and Procedures. Organizes and directs the development of new Head Start facilities including buildings, playgrounds, parking lots, and grounds, providing for cost projections and budgeting, architectural services, bid specifications and processes, contractor's services and all other associated activities, assuring timely and cost effective acquisition of new facilities. Plans, designs, performs or arranges for, specialized construction, conversion, and alterations of facilities and equipment,. Monitors maintenance and transportation functions assuring compliance with all applicable regulations and codes. Oversees periodic inspections of all facilities and assures compliance with OSHA and Title 22 standards and regulations. Monitors the ordering, management, and disbursement of supplies. Writes bus, vehicle, equipment, and supply bid specifications. Maintains accurate records and prepares and submits reports as required. Attends meetings and conferences. Participates as a member of the Head Start management team. Complies with County Office of Education Board Policies and Administrative Regulations, HHS/head Start Policies and Performance Standards, and other applicable state and federal codes and regulations.

OTHER DUTIES

Participates in the screening and the interview of prospective maintenance and transportation staff and recommends for hire; Contacts responsible persons with the various agencies for facility lease agreements and improvements. Participates in writing the grantee plan of action in conjunction with program managers, coordinators, policy council, staff, and parents. Participates in the annual self-assessment and develops improvements plans as necessary.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position under sometimes stressful conditions; manual dexterity sufficient to write, use telephone and business machines and operate bus and automobile; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal

conversational distance, on the telephone and in addressing groups; physical agility to push/ pull, squat, twist, turn, bend, stoop and to reach overhead and climb; physical mobility sufficient to move about the work environment (office, district, school site-to-site), drive a bus and automobile; physical strength sufficient to lift 50 pounds; physical stamina sufficient to sit stand and walk for prolonged periods of time; Physical tolerance to be exposed to dust, pollen, chemicals, cleansers, foul smells; Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

## REQUIRED QUALIFICATIONS

### Education and Experience

- Bachelor's Degree in an appropriate field or combination of education, training, and experience equivalent to a Bachelor's Degree
- Ability to work effectively with individuals of diverse educational, socio-economic, and cultural background.
- Ability to plan, organize, coordinate, and administer activities
- Ability to keep accurate records.
- Ability to communicate effectively in the English language, orally and in writing.
- Experience in supervision and training of staff.
- Experience in procurement of equipment and supplies for a governmental entity.
- Possess an appropriate California Operator's license and the availability of an automobile with the state minimum insurance coverage.
- Knowledge of renovation and construction of public or school buildings, including building codes.

## DESIRED QUALIFICATIONS

- Previous experience in one of the construction trades.
- Knowledge of public administration.
- Knowledge of budgeting and financial management.
- Knowledge of warehouse procedures
- School Bus Driver Instructor Certificate issued by the State Department of Education

Revised: 04/12/95

Policy Council Approval:

Board Approval: 05/16/95