



## JOB DESCRIPTION

**Position:** Operations and Compliance Specialist

**Responsible to:**

**Basic Function:** Responsible, detail-oriented work, designed to monitor contracted child care programs in Santa Rosa County, Florida, through collection and review of data that measures compliance; Is responsible for ensuring that the organization complies with statute, rule, and contractual requirements as well as internal policies; and serves as the designated board liaison

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**The general responsibilities of the Operations and Compliance Specialist are:**

- Conduct School Readiness (SR) and Voluntary Pre-K (VPK) provider monitoring using the Division of Early Learning developed monitoring tools
- Compile and send written reports of monitoring visits to child care providers for their review including any required corrective action.
- Ensure all files are completed and maintained in accordance with Florida Statute and/or DEL Policy
- Conduct Pre-site inspections for providers that request School Readiness and/or VPK contracts.
- Maintain policies and procedures ensuring that activities conform to local, state, federal and agency requirements, as well as ensuring consistency of operations.
- Communicate policy information/updates with staff in a timely manner.
- Recommend and assist in the implementation of process and policy changes to improve quality.
- Coordinate collection of data for reports as directed for review by Coalition personnel and Board and make necessary changes prior to final submission.
- Provide administrative support to the CEO, CFO, and management staff.
- Arrange for board meetings including agenda/packet development, scheduling, meeting attendance, and transcribing minutes; Ensures that board minutes, records, and other correspondence are maintained as required.
- Compile other documents and reports as required.
- Achieve and maintain Child Care Resource and Referral Specialist Status.
- Assist clients as needed.
- Serve as backup to staff assistant/receptionist at front desk and answering telephone.
- Work in collaboration with other staff as required.
- Ensure delivery of services as outlined in the approved Coalition plan.
- Assist in all state and/or federal compliance and independent audits conducted.

- Maintain confidentiality of sensitive data.
- Participate in outreach events as needed, including occasional weekend or after-hours events
- Participate in Coalition training, professional conferences, (local, statewide, regional, and/or national), and other related events to stay current on rules and regulations related to areas of responsibility.

**Qualifications:**

- A high school diploma or equivalent with four years' experience in one or a combination of the following fields: administration, business, law, finance, and/or management
- Experience in the areas of compliance, contracting, legal research, document drafting, and/or board relations, preferred.
- Must possess valid Florida Driver's License with no record of criminal driving offense or license suspension.
- Must possess proof of required automobile insurance.
- Must successfully complete background-screening requirements free of convictions.
- Must adhere to a drug free and smoke/vape-free workplace.

**Essential Skills:**

- Highly detail-oriented and organized.
- Understanding of applicable policies/procedures, rules, statutes, financial and legal documents.
- Ability to multi-task, manage time efficiently and work with minimal supervision.
- Ability to define problems, collect data, establish facts, and draw conclusions.
- Demonstrate excellent verbal, written skills, and basic mathematical skills.
- Ability to work effectively in collaboration with groups and individuals representing a variety of needs, abilities, socioeconomic and educational backgrounds, and early childhood philosophies.
- Ability to work as a team member and leader.
- Proficiency in a Windows environment, specifically with Microsoft Office Suites and the School Readiness Information System.

**Essential Qualities:**

- Willingness to carry out the mission of the Coalition.
- Able to maintain confidentiality.
- Ability to represent the Coalition in a highly professional manner.
- Ability to forge mutually respectful alliances with board of directors, staff, clients, providers, and community partners.
- Ability to maintain a professional appearance and positive attitude.

**Typical Physical Demands:**

While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk, and hear. Requires full range of motion, including manual and finger dexterity and hand/eye coordination. Requires corrected vision, speech and hearing to normal range, or

special accommodations made of reasonable and sufficient nature for completion of assigned tasks. Requires seated work at a desk, including use of a computer. Ability to lift 30 pounds. Ability to drive. Requires frequent automobile travel.

Position requirements call for both indoor and outdoor settings; therefore, applicants must be able to acclimate to changing temperatures easily. Occasionally requires working under stressful conditions or working irregular hours.

**Typical Working Conditions:**

Some work is located outside the office while visiting childcare centers, family child care homes and school sites, and inside the office for most other functions.

**Essential Physical Requirements:**

Frequently sit, stand, walk, twist at the waist, and routinely operate a computer, keyboard, telephone, and copier. Light (less than 20 pounds) lifting occasionally required. Ability to operate a vehicle occasionally for lengthy periods. Reasonable accommodation will be made for otherwise qualified individuals with a disability.

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