

Job Description

Job Title:	Director – Child Care
Department:	Child Care
Reports to:	Deputy Executive Director
FLSA Status:	Exempt
Salary Range:	\$59,004 -\$96,720
Approval Date:	October 26, 2006
Review/Revision Date:	July 27, 2020
Funding:	Grant
Duration:	Indefinite

SUMMARY: Performs complex management activities and provides direction and guidance in strategic operations and planning. Work involves developing the department's strategic plan, goals and objectives; developing policy; reviewing guidelines, procedures, rules and regulations; establishing priorities, standards and measurement tools for determining progress in meeting goals; coordinating and evaluating program activities; and reviewing and approving budgets and expenditures. Plans, assigns, and/or supervises the work of others. Exercises discretion and independent judgment in matters of significance as related to the management of business operations of the agency. This position requires regular attendance. Performs other relevant duties as assigned.

A position utilizing this classification will be designated as security sensitive, according to Vernon's Texas Codes Annotated, Labor Code, Section 301.042.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Department Management

- * Directs the preparation of departmental budgets and provides approval.
- *Reviews and approves management, productivity, and financial reports and studies.
- *Plans, directs, and manages the work of assigned staff; identifies staff development and training needs and seeks appropriate training.

Program Management

- *Develops program goals and objectives consistent with the agency strategic plan.
 - *Provides direction, guidance, and assistance in program area to internal and external customers.
 - *Develops and implements techniques for evaluating program activities.
 - *Plans, develops, implements, coordinates, monitors, and evaluates policies and procedures.
 - *Reviews guidelines, procedures, rules, and regulations and monitors compliance.
 - *Reviews results of fraud investigations, internal audits, research studies, forecasts, and modeling exercises to provide direction and guidance.
- Ensures compliance with laws pertaining to program area.
- *Develops procurement and contract documents in compliance with established rules and regulations.

- * Recommends staffing and funding for program activities.
- * Identifies program needs and develops improvement plans.
- * Reviews contractor budget, statements of work and performance for all CCS contracts.
- * Secures local matching funds.
- * Reviews contractor budgets, invoices, and recoupments.
- * Reviews customer complaints and appeals.
- * Provides data analysis and demographic data of customers.

Their role for post open enrollment new hires and salary adjustments

External Focus

Testifies at hearings, trials, and legislative meetings as appropriate.

Represents the agency at business meetings, hearings, trials, legislative sessions, conferences, and seminars or on boards, panels, and committees.

Visits with providers and partners to gather information to perform SWOT analysis

SUPERVISORY RESPONSIBILITIES

The Director plans, assigns, and supervises the work of others and monitors and evaluates job performance in accordance with agency expectations.

QUALIFICATIONS

To perform this job successfully, the individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Graduation from an accredited four-year college or university required Master's Degree preferred
Six (6) years of full-time experience in the oversight and direction of a childcare program or in strategic planning and policy development and implementation, three (3) years of which must have been in an administrative management or supervisory capacity; or

An equivalent combination of experience, training, and/or education approved by the agency.

KNOWLEDGE, SKILLS and ABILITIES

Knowledge of local, state, and federal laws and regulations relevant to program areas and of the principles and practices of public administration and management.

Ability to direct and organize program activities; to establish program goals and objectives that support the strategic plan; to identify problems, evaluate alternatives, and implement effective solutions; to develop and evaluate policies and procedures; to direct the development of program policies and procedures; to prepare concise reports; to make presentations and testify at hearings; and to plan, assign, and/or supervise the work of others;

Ability to work effectively individually and as a team member;

Skill in using tact, discretion, initiative, and independent judgment.

Proficiency in reading, writing, and speaking English is required.

OTHER QUALIFICATIONS

Must be legally eligible to work in the United States.

Must have proof of valid driver's license and current auto insurance; must provide own transportation when on company business.