

**JOB DESCRIPTION**

**Job Title: *Program Manager I, Connections for Quality Care (9129)***

**Job Summary:**

To plan, organize and manage the Connections for Quality Care Division of the Tulare County Office of Education, Child Care Educational Program which is responsible for the local administration of a variety of subsidized childcare programs and services. Administrative direction is provided by the Assistant Superintendent of Schools. Responsibilities include the direct and indirect supervision of professional, technical and support staff.

**Essential Functions:**

- Plans, organizes, and directs the administration and delivery of subsidized childcare programs such as California Alternative Payment, CalWORKs Stages 2 and 3, State Migrant Family Child Care Network, and Resource & Referral.
- Interprets federal, state, and local laws, rules, and regulations for the purpose of developing and implementing standardized practices and/or methods to ensure compliance with contract/grant requirements.
- Monitors developments and trends in the field of subsidized childcare and early childhood education.
- Collaborates with other agencies for the purpose of coordinating and maximizing resources.
- Develops and directs the implementation of policy, procedural and operational changes resulting from changes in legislation or regulations and evaluate the effectiveness.
- Directs the development of written materials, such as newsletters, brochures, curriculum, policies and procedures, and technical assistance information.
- Conducts staff meetings and individual conferences in order to discuss and resolve operational problems and receive and disseminate information regarding changes in programs, policies and other matters affecting the childcare services program.
- Writes descriptive narratives of program proposals.
- Serves as a program advocate and resource person to local governments, colleges, agencies, childcare providers, and parents.
- Coordinates the gathering of data to determine the local childcare needs, the program's performance towards meeting these needs and those of the funding source.
- Recommends and assists in the implementation of goals and objectives.
- Establishes schedules and methods for implementing programs and activities.
- Participates in the program's budget preparation, implementation, and administration.
- Accurately analyzes program challenges and develops an effective course of action.
- Makes presentations before governing boards, public agencies, staff, providers, and parents.

**Skills, Knowledge and/or Abilities Required:**

**Skills/Ability to:**

- read, analyze, and interpret common technical and professional journals, financial reports, and governmental regulations.
- respond to common inquiries or complaints from employees, regulatory agencies, or members of the business community.
- write reports, business correspondence, and procedure manuals.
- effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- interpret and implement policies in procedures,
- define problems, collect, and evaluate information, establish facts, and draw valid conclusions.
- establish and maintain effective working relationships with staff, families, and other agency personnel.
- use patience, tact and respect when dealing with people of various socioeconomic and cultural backgrounds.
- communicate effectively, both verbally and in writing
- prioritize workload and manage deadlines

- use computer for programming, word processing, spreadsheets, and data base management.

**Knowledge of:**

- federal, state, and local laws, rules and regulations pertaining to subsidized childcare and other integrated/related programs.
- dynamics of childcare, abuse, and neglect.
- caseload management methods and practices.
- principles, programs, and policies governing the operations of the area programs
- community needs and resources.
- principles and practices of personnel supervision, training, evaluation, and selection.
- principles of budget preparation and monitoring and fiscal management in relation to programs.
- writing and reporting techniques
- operation and function of computer programs including spreadsheets, desktop publishing and computer graphics.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, stand, walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, or crouch. The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 25 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**Experience Required:**

- Three years of increasingly responsible supervisory, administrative, or managerial experience involving planning, organizing, and directing childcare programs, educational services, or related field.

**Education Required:**

- Bachelor's degree from an accredited college or university with major coursework in Child Development, Behavioral or Social Sciences, Public or Business Administration.
- Master's degree in a related field is desirable.

**Certificates, Licenses, Clearances, Testing and/or Bonding Required:**

- Valid California driver's license and proof of automobile insurance
- Department of Justice and FBI Fingerprint Response

**FLSA: Non-exempt**

**March 2012**

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender, or disability. Inquiries regarding compliance procedures may be directed to our personnel office. This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.