

CLASS SPECIFICATION
Child Care Program Manager

GENERAL PURPOSE

Under the direction of the Children's Services Supervisor, this position will be responsible for overseeing and coordinating multiple licensed child care facilities; organize and direct daily operational activities; supervise, train, and evaluate staff; and perform other job-related duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Oversees state licensed facilities, policies and programs.
2. Participates in program review, grant proposals, and coordinates staff meetings and staff development.
3. Immediate supervisor for licensed facilities.
4. Provides courteous and expeditious quality customer service to the public and City department staffs.
5. Prepares and maintains complete and accurate records and reports of program participation and activities.
6. Assists other leaders with program development and execution, assists in setup of rooms for scheduled activities.
7. Coordinates programs and activities with other department staff and supervisors and appropriate outside department staff and/or other agencies.
8. Determines need and arranges for supplies, equipment and facilities for various programs and activities; maintains current and accurate records of programs and reports in accordance with departmental requirements.
9. Creates and implements menu's in accordance with nutritional guidelines.
10. Prepares evaluations and reprimands concerning staff.
11. Responsible for enrollment, waiting lists, initial appeals and review of end of the month paperwork.

QUALIFICATIONS

Knowledge of:

1. State licensing, department of education and guidelines of the child care grant.
2. Staff supervision and site administration practices and principles.
3. Licensed and educational/recreational practices and techniques related to the care and supervision of school-age children.
4. Principles and practices of organizing, planning and conducting multiple supervised recreational activities and programs.
5. Fundamentals of various sports, sports officiating and equipment involved.
6. CPR and first-aid methods and techniques necessary for safety.
7. Recordkeeping and reporting procedures.
8. City policies, requirements and procedures for chaperoning, participating on excursions, dances and parties.
9. Safety issues involving participants and staff on fields and during indoor activities and safety policies, practices and procedures.

Ability to:

1. Lead, plan, implement, organize, supervise and coordinate multiple recreational licensed programs and activities.
2. Effectively communicate orally and in writing to program participants and their families, and to community groups and others involved in, or impacted by, department programs.
3. Work a flexible schedule.
4. Adhere to multiple program schedules, deadlines and budgets.
5. Understand and follow written and oral instructions.
6. Successfully and professionally resolve conflicts between/among participants, complaints from parents and questions from department and other City staff; may include participant disciplinary actions, fee payment concerns and staff disagreements.
7. Maintain records and prepare written reports and program evaluations.
8. Participate in training of new staff and provide ongoing training to current staff.
9. Operate office business equipment including personal computers.

10. Establish and maintain effective working relationships and deal tactfully with department and City staff, recreation program participants, the public, and others encountered in the course of work while provide quality customer service.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in Early Childhood Education or related field. Major course work credits should include: 24 units Early Childhood Education or Child Development; 6 units Administration; and 2 units Adult Supervision.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy. Must have Site Supervisor Permit. Program permit desire.

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 job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms; continuous upward and downward flexion of the neck; bending and twisting of the waist and lifting and carrying of objects weighing up to 20 pounds. The employee is frequently required to stand and walk.

Specific vision abilities required by this class includes close vision, color vision, the ability to distinguish basic colors and shades, depth perception and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.