

DHHS RESOURCE DEVELOPMENT AND SUPPORT ADMINISTRATOR

DESCRIPTION: Under general direction, administers the statewide child care and development program; supervises staff engaged in consultation and technical assistance in the areas of early childhood development and quality day care/child care to communities and child care providers and evaluation of child care facilities for conformance with departmental standards for licensure; performs related work as required.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Administers the Child Care and Development operations and activities with other programs and in the district, or organizations inside and outside the agency to facilitate the carrying out of management's policies and to attain agency goals and objectives.

Determines, acquires, and allocates staff, facilities, equipment, or other resources to attain established and proposed goals and objectives.

Confers with the agency director, administrators, managers, and other program staff to discuss and resolve administrative problems that impair the effectiveness and efficiency of operations and activities of the CC&D programs and impact on the overall management of the agency.

Participates as a member of the agency's policy making team to evaluate and solve operational problems and to make decisions that impact total agency operations.

Develops budget justifications for major expenditures such as programs, staffing, facilities, and equipment; participates in the development of agency policy pertinent to overall organizational and financial management issues.

Develops and implements procedures, policies, rules and regulations pertinent to Child Care & Development Programs.

Ensures program staff understands and adheres to established goals and objectives and the agency's approach to the accomplishment of program responsibilities.

Facilitates public hearings on proposed rules/regulations regarding Child Care & Development programs.

Manages and evaluates the child care grant program, awardees and contractors.

Evaluates records and reports of work production, costs, staff, and equipment usage to determine efficiency of administrative functions and approaches to increase program/operational cost effectiveness.

Authorizes appropriate personnel actions requested by supervisors including promotions, reassignments, status changes, and appointments of new employees; the performance of supervisory staff and/or reviews evaluations prepared by supervisors.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: the principles and practices of administration including planning, organizing, staffing, and budgeting; the techniques of policy/program research, planning, and evaluation; the Federal/State laws and administrative regulations that govern the Child Care & Development programs.

Ability to: plan, organize, and assign the work of subordinate supervisors and managers; apply administrative and management principles and practices; evaluate subordinate supervisors based upon their capabilities and performance; communicate orally and in writing with persons representing divergent backgrounds, interests, and viewpoints to exchange administrative/program information and to promote agency operations and management decisions; interpret and apply program legislation and administrative directives; prepare administrative, legislative, and program evaluation reports and recommendations; analyze the critical elements of an operational problem pertinent to the planning and directing of agency operations and activities; develop and evaluate policy options and plans of administrative action for solving organizational and operational problems; coordinate administrative/program operations and activities; develop and implement program objectives and performance goals; assess staff progress toward achievement of program objectives and adherence with program standards.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: the principles and techniques of supervision; agency policies, rules, standards, and procedures pertinent to child care facility licensure and quality child care programs; legislation and policies affecting the mission and programs of the agency, early childhood development, and child care licensure; the forms, reports, documentation requirements related to child care licensure and license renewal; emotional, social, and intellectual needs of children; community resources available for providing child care and training on child care issues; the principles of interviewing.

Ability to: interpret and apply procedural manuals, policies and standards; communicate clearly and concisely; interact with child care providers to explain department standards and licensure requirements; determine and evaluate appropriate child care; prepare accurate documentation and reports to substantiate activities and findings; communicate facts, ideas and procedures effectively; understand, interpret and apply agency guidelines, rules and procedures.

JOB PREPARATION GUIDELINES: (Entry knowledge, skills and/or abilities may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Post high school coursework/training in: early child learning, education, or child development and experience in a human or social service organization with responsibility for determining the nature or level of services or assistance applicants or clients need or are eligible for; assessing programs, services, or operations for compliance with social, health safety, or licensure requirements, plus experience in a management/supervisory capacity. Bachelor's degree in human development and the family, early childhood development/education, psychology/sociology or related behavioral sciences plus management/supervisory experience.