

CHILD CARE PROGRAM MANAGER
(Class Code 2492)

Task List

1. Plans and implements a departmental child care program on a regional or City-wide basis, including following state and city regulations, and Department of Social Services Child Care Licensing regulations in order to provide a healthy and safe environment for program participants.
2. Analyzes and evaluates program needs, including auditing participants' social, emotional, cognitive, and physical development, and assessing program resources in order to formulate recommendations to department management for developing an effective program.
3. Supervises the development of age-appropriate activities, including those that develop motor, creative, learning, and social skills in order to provide and serve the socioeconomic and ethnic characteristics of the service area.
4. Directs, trains, and advises childcare personnel on matters such as department policies, programs, new childcare regulations, administrative problems, and publicity, in order to ensure staff compliance.
5. Reviews plans and engineering designs for improvement, requests maintenance, and alterations of child care facilities, including outdoor play structures, and participant restrooms, and advises department management in order to ensure compliance with department regulations.
6. Supervises the preparation and maintenance of records, reports, and correspondence relating to child care activities, such as participant registration tracking (RecTrac), annual staff training, and requirements in order to comply with yearly Department of Social Services inspections.
7. Researches, analyzes and makes recommendations regarding the departmental child care program, such as additional programming or staffing levels, and facility improvements in order to ensure inclusion in the department's budget request.
8. Supervises the development and implementation of public and community relations plans, including subordinates responsible for appearing before the community and other groups, social media presence, and printed materials in

order to publicize and promote child care services and activities to maintain and increase participation levels.

9. Coordinates specialized activities related to child care with other department units and with outside groups and organizations, including community events, health fairs, and job fairs in order to increase awareness and participation in the Child Care program.
10. Directs or conducts the investigations and resolution of complaints concerning child care facility operation, including reports to the Department of Social Services, upper management, and other city departments in order to correct any deficiencies or violations.
11. Communicates, follows, and ensures compliance with equal employment opportunity policies and guidelines including selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates in order to ensure compliance with City, State, and Federal mandates.
12. May occasionally be assigned additional duties, such as conducting training for recreation staff, and attending conferences, and leadership workshops in order to promote job knowledge and professional development.