

Class Concept

This is supervisory and managerial work in planning and directing a specific component of the service delivery system administered by the Division of Child Development & Early Education. Employees in this class function as Regional Managers and are accountable for determining regional work plans, procedures, and methodologies; deciding work strategies in accordance with known goals and objectives; and for resolving operational problems in their respective program areas. As members of the management team, employees participate in planning long-range goals/objectives and in determining the direction/philosophy of the State's child care program. Employees must be responsive to frequent shifts in policies and goals due to influences by legislative action, trends or innovations in the delivery of human services, or program variations. Work may include other related assignments as determined by appropriate management. Work is subject to review by the Human Services Assistant Director/Deputy Division Director I.

Recruitment Standards

Knowledge, Skills, and Abilities

- Considerable knowledge of administrative procedures and methods.
- Considerable knowledge of federal and state statutes, regulations, and policies relative to the provision of child care services; and human service delivery systems.
- Considerable knowledge of child development theories and practices; professional standards governing child care services and caregiving activities for young children; and of available support groups, and community resources which may support child care services.
- Ability to interpret and understand multiple program policies and standards.
- Ability to design and develop programs related to staff or provider education and training.
- Ability to propose solutions to operational problems which lack precedents for action.
- Ability to communicate effectively in oral or written form.
- Ability to establish/maintain effective working relationships with various individuals, agencies, or groups.
- Ability to plan, delegate and supervise the work of a subordinate staff.

Minimum Education and Experience

Master's degree in child development, early childhood education, public administration, public health administration, special education, social work, or related human services area from an appropriately accredited institution and three years of administrative or managerial experience in a child care or related setting; or an equivalent combination of education and experience.