

**CHILD CARE PROGRAM MANAGER, 2492**

**Summary of Duties:** Plans, coordinates, and administers a child care program and related activities for a City department in a geographic area or on a City-wide basis; evaluates the work of City or contract employees providing child care for City employees or the public; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; and does related work.

**Distinguishing Features:** A Child Care Program Manager is responsible for implementing a departmental child care program at a number of child care facilities at recreation centers, or other sites, in one or more geographical districts, or throughout the areas where department facilities are located. Assignments are received in general terms and are completed without continuous guidance. Supervision received is through conferences, observation of work, and review of the results, in accordance with accepted management principles and practices.

A Child Care Program Manager differs from a Recreation Supervisor in that the primary responsibility a Child Care Program Manager is to administer a regional or City-wide departmental child care function, while a Recreation Supervisor is typically responsible for an entire program of community recreational activities.

A Child Care Program Manager differs from a Child Care Coordinator in that the Child Care Program Manager administers a child care program for a City department, while a Child Care Coordinator implements the entire City private- and public-sector child care program, as set forth in the City's

"Child Care Policy."

Incumbents in the class of Child Care Program Manager, as bona fide supervisors, are distinguished from lead workers in that they are responsible for the performance of the full range of supervisory activities including: application of discipline, processing and resolution of grievances, evaluation of performance, and approval of time off requests. Assignments normally are given verbally and in writing, and results are evaluated by the effectiveness of the departmental program in meeting program goals and complying with relevant regulations.

**Examples of Duties:** A Child Care Program Manager:

- \* Plans and implements a departmental child care program on either a regional or City-wide basis based on State and City regulations, and department policies and procedures;
- \* Analyzes program needs and formulates recommendations to department management for developing an effective program, conducted in compliance with State and local regulations;
- \* Supervises the research and development of schedules for age-appropriate activities that develop motor, creative, learning, and social skills, which are sensitive to the socioeconomic and ethnic characteristics of the service area;
- \* Confers with and advises child care personnel regarding department policies, programs, new child care regulations, administrative problems, and publicity;
- \* Ensures that recruitment and selection of child care staff for the departmental program is conducted in compliance with State and City regulations;
- \* Recommends, and may conduct, training for child care personnel on State and City regulations and

- department procedures and standards;
- \* Recommends facility staffing levels;
- \* May review requests for repairs or changes of equipment and facilities and advises on appropriateness;
- \* Reviews plans and engineering designs for improvement, maintenance, and alterations of child care facilities, and advises department management on compliance with relevant regulations;
- \* Supervises the preparation and maintenance of records, reports, and correspondence relating to child care activities;
- \* Makes recommendations regarding the departmental child care program for inclusion in the department's annual work program and budget;
- \* Researches, analyzes, and proposes elements of the department's long-range capital improvement program, addressing department child care program and facility needs;
- \* Meets with, and may escort, evaluators from the State Department of Social Services;
- \* Ensures that departmental child care facility records are in compliance with State regulations;
- \* Ensures proper registration of participants in programs;
- \* Develops and supervises the implementation of public and community relations plans to publicize and promote child care services and activities;
- \* Appears before community and other groups to explain, publicize, and encourage participation in child care programs;
- \* Coordinates specialized activities related to child care with other department units and with outside groups and organizations;
- \* Directs the investigation and resolution of complaints concerning child care facility operation;
- \* Communicates equal employment/affirmative action information to employees;
- \* Applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates;
- \* Assists employees in preparing for promotion as described in the City Affirmative Action Program.

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

**Qualifications:** Incumbents must have the following knowledges and abilities:

**A good knowledge of:**

- \* California State manual of Policies and Procedures for Day Care Centers;
- \* Regulations applicable to the child facilities as they relate to staff, participants, and the physical plant;
- \* Principals and practices applicable to planning, organizing, conducting, and coordinating recreational and developmental activities at child care facilities;
- \* A wide variety of play, recreation, and craft activities and equipment suitable for children of various ages, interests, and capabilities;
- \* The services offered by other public and community agencies and organizations concerned with child care activities and methods for integrating their programs with department efforts and goals;
- \* Safety principles and practices applicable to child care facilities, including provisions of the California Occupational Safety Act pertaining to child care facilities;
- \* Principles and practices of public relations and publicity;
- \* Supervisory principles and practices including planning, delegating, and controlling the work of subordinates;
- \* Techniques of training, instructing, and evaluating subordinates' work performance;
- \* Procedures for grievance handling;
- \* Supervisory responsibility for equal employment opportunity and affirmative action as set forth in the City's Affirmative Action Program;

**A working knowledge of:**

- \* Memoranda of understanding as they apply to subordinate personnel;

**A general knowledge of:**

- \* City personnel rules, policies and procedures;

**The ability to:**

- \* Plan, organize, direct, and evaluate the effectiveness of departmental child care programs;
- \* Apply State regulations as they relate to all aspects of a departmental child care program;
- \* Prepare and maintain records, reports, recommendations, and correspondence;
- \* Elicit support for child care activities from public and private organizations;
- \* Deal tactfully and effectively with high level officials, department management, subordinates, children, and the public;
- \* Communicate effectively orally and in writing with the public directly, or via various public media, such as electronic or press;
- \* Fulfill supervisory affirmative action responsibilities as indicated in the City's Affirmative Action Program.

- \* Establish and maintain a work environment to enhance both employee morale and productivity;

**Minimum Requirements:**

1. Graduation from a recognized college or university with a four-year degree in Early Childhood Education or Child Development, including at least six semester or ten quarter units in program administration or staff relations, and three years of full-time paid teaching experience in a licensed day care center or comparable group child care program, of which one year must have been at the level of the center director; or
2. One year full-time paid experience at the level of Recreation Supervisor with overall responsibility for a licensed departmental child care program.

Candidates who lack six months or less of the required experience may file for this examination. However, they cannot be appointed until the full experience requirement is met.

**Licenses:** A valid California driver's license and a good driving record are required.

**NOTE:** Must be eighteen years of age at the time of filing.

**Physical requirements:** Strength to perform average lifting of less than five (5) pounds and occasionally over 15 pounds; speaking ability as required to conduct training sessions; good hearing ability; and good eyesight, including normal color perception. In addition, a negative test for tuberculosis within the last twelve months is required.

Those with medical limitations may be able to perform the duties of some positions in this class with reasonable accommodation. The decision to accommodate someone's limitation will be made on an individual basis and depends on the types of limitations, what the hiring department can reasonable do to accommodate them, and the qualifications for the job.

**As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.**