

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED AUGUST 2017
SALARY SCHEDULE: #85
RANGE: 14.0
CLASSIFIED MANAGEMENT – OVERTIME EXEMPT
CODE: 2, 6, 8**

**PROGRAM MANAGER (CCCC)
(Community Connection for Child Care)**

DEFINITION

Under the direction of the Director of Community Connection for Child Care (CCCC), the Program Manager is responsible for planning, prioritizing, and supervising operations and activities within the department. This includes program management and fiscal accountability procedures; to perform a variety of complex accounting and budget duties; to provide administrative support relative to the daily operations of the office.

EXAMPLES OF DUTIES

Serve as a representative of CCCC on state and local boards and committees;

promote partnerships between parents, child care providers, and the community;

manage and direct budgets and expenditures of funds allocated from Federal, State, and local funding sources;

maintain current knowledge of research, best practices, and standards related to families and children;

represent the early childhood and family services field in dealing with public agencies that have programs which may have an impact on services;

respond and refer early childhood issues to appropriate agencies or individuals;

research, compile, analyze, and communicate data both orally and in written form;

recommend and assist in strategic planning and the implementation of department and division goals and objectives;

establish schedules and methods for accounting operations and program activities;

implement policies and procedures;

attend conferences and trainings locally and statewide;

train, supervise, and evaluate the performance of assigned staff;

follow all reporting procedures according to each contract specifics;

plan, prioritize, assign and supervise the work of staff involved in departmental operations and activities;

participate in the selection of staff;

provide staff training;

work with staff to correct deficiencies;

implement discipline procedures;

participate in the administration of assigned area;

interpret and apply appropriate rules and regulations;

recommend improvements and modifications;

prepare various reports on operations and activities;

research, compile and prepare a wide variety of documents as required by Federal, State and local agencies, including records and special budget/financial reports;

prepare and analyze monthly financial reports;

process, maintain and file a variety of related records, logs, and listings;

oversee billing for reimbursements of projects for various accounts;

advise director of any problems in budget allocations or expenditures;

maintain correspondence with clients, providers, agencies and various officials regarding programs;

notify appropriate government agencies of changes;

analyze all assigned account transactions for proper documentation, signatures, account numbers and sufficient fund balances for payments;

monitor the preparation of provider payments;

coordinate the processing of provider payments with various departments;

ensure that payments are billed to the proper governmental agencies;

coordinate the disbursement of program monies with offices of the Community Connection for Child Care (CCCC);

respond to complaints and requests for information on policies and procedures related to assigned programs;

provide authorized information to public agencies, institutions and businesses;

coordinate activities among various departments and Community Connection for Child Care offices;

respond to questions regarding financial accounting procedures, account balances and related program matters;

provide staff, provider, parent and community seminars related to child development issues;

act as a resource to community child care providers;

monitor and direct the activities of staff involved in providing child care information;

compose correspondence related to assigned area;

perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Strategic planning and implementation of goals and objectives;

services and resources available throughout Kern County for families and children;

trends and practices in the field of family services and early childhood education;

the range of governmental legislation and source of funding that affect early childhood facilities;

quality, compensation, and affordability issues related to early childhood and education;

basic accounting principles;

basic principles and practices of child development and nutrition;

Federal, State and local laws, codes and regulations pertaining to accounting and financial reporting for non-profit organizations;

leadership, management, and organizational behavior.

Ability to:

Demonstrate administrative skills and abilities to plan, organize, implement, and evaluate outcomes of program policies, procedures, and activities;

demonstrate knowledge of and willingness to stay abreast of Federal, State, and local policy affecting families, children, and child care providers;

communicate effectively and persuasively at government, community, and public meetings;

exercise sound administrative judgement, originality, and initiative in the development of new methods and procedures in the solution of difficult problems;

organize and direct the work of staff;

make public presentations and provide training for adults;

maintain records and prepare reports;

respond to requests and inquires from the general public;

communicate clearly and concisely, both orally and in writing;

establish and maintain cooperative working relationships with those contacted in the course of work;

demonstrate nonjudgmental cultural and linguistic sensitivity;

work effectively and efficiently with minimum supervision;

work a flexible schedule to meet requirements of department programs, including some weekends, evenings, and overnight travel.

Experience:

A minimum of three (3) years of increasingly responsible management of family services, community service programs, or programs directly related to early childhood and education, including employee supervision and oversight.

At least one (1) year of experience working directly with community organizations serving families and children.

Education:

Graduation from a recognized four-year college or university required with a degree in Public Administration, Family Studies, Child Development, or related field.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position is overtime exempt and has a probationary period of one year.

TS: gs

8/9/17

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