

<b>Job Class Code: 6175</b>	<b>FLSA Status: Exempt</b>
<b>Pay Code: Annual</b>	<b>EEO Category: 2</b>

**GENERAL DESCRIPTION**

The purpose of this job classification (class) is to provide child-centered, family focused services to income eligible families that support family goals of economic self-sufficiency and child development while enhancing the availability, affordability, and quality of child care services. The job class is responsible for staff supervision and support, training, policy and procedure compliance, thorough familiarity with and oversight of assigned programs and related case management, customer service, and fraud cases. The job class works within broad policy and organizational guidelines, independently plans and implements projects, and reports progress of activities through periodic conferences and meetings.

**TYPICAL TASKS**

- Supervises staff including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.
- Trains staff in the application of existing and new policies, procedures, and guidelines for areas of responsibility to include establishing strength-based assessments and formulating and implementing service plans that assist families in reaching self-sufficiency.
- Participates in development, revision, and implementation of policy by evaluating program effectiveness and compliance and recommends changes to management.
- Tracks data and fiscal reports for budgetary management and program compliance and serves as a data resource to aid the agency, community partners, and State programs to improve program efficiency.
- Oversees payment accuracy reviews, assists staff in completing corrective action plans if required, and monitors fraud referrals.
- Interacts and coordinates with other community organizations and departments to provide services or resources for families.
- Collaborates with community partners through community outreach by sharing information and resources to increase the availability, affordability, and quality of child care services.
- Conducts child care provider visits that build rapport; serves as a policy implementation liaison; provides professional development opportunities and connects community resources to improve quality of care and strengthen business practices which promotes the healthy social-emotional, cognitive, and physical development of children.
- Maintains record system for areas of responsibility; processes daily paperwork including reports, documents, memos, and personnel information. Provides timely and accurate reports to management as required.
- Attends and conducts staff, committee, local and state government, and other meetings to exchange information; attends professional seminars and conferences to improve skills.
- Performs other related duties as assigned.

**GENERAL STANDARDS**

<b>Data Involvement</b>	Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.
<b>Interpersonal/People Involvement</b>	Counsels or instructs others through explanation, demonstration, and supervised practice, or makes recommendations based on professional expertise.
<b>Reasoning Requirements</b>	Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization.

<b>Mathematical Requirements</b>	Performs addition and subtraction, multiplication and division, and/or calculates ratios, rates and percentages; may use descriptive statistics and analysis.
<b>Language Requirements</b>	Reads journals, manuals, and professional publications; speaks informally to groups of coworkers, staff in other organizational agencies, the general public, and people in other organizations; composes original reports, training and other written materials using proper language, punctuation, grammar, and style; and may present training programs.
<b>Mental Requirements</b>	Performs specialized technical or entry level professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; applies technical or professional principles and practices and uses a wide range of administrative methods in the solution of problems. Uses judgement based decisions, focusing on child-centered philosophy.
<b>Decisions/Supervisory Control</b>	Makes decisions as a significant part of the job, affecting a large segment of the organization and the general public; assists in developing policies and practices

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires any combination of education and experience equivalent to a bachelor's degree in early childhood development, psychology, sociology, accounting, or a closely related field.
<b>Experience</b>	In addition to satisfying the vocational/education standards, this class requires a minimum of four years of related, full-time equivalent experience.
<b>Special Certifications and Licenses</b>	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards.
<b>Special Requirement(s)</b>	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

**AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS**

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*This is a class specification and not an individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential functions for a given position in a classification.*