

Franklin County Board of Commissioners Classification Specification & Job Description

<u>CLASSIFICATION TITLE:</u> Deputy Director, Childcare	<u>CLASS NUMBER:</u> 90002.1	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Department of Job & Family Services - Northland	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N20	<u>POSITION CONTROL #:</u> 102300
<u>POSITION LOCATION:</u> 1721 Northland Park Ave., Columbus, OH 43229	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Assistant Director, Workforce, Childcare and Strategic Partnerships (930007)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> <div style="display: flex; justify-content: space-between;"> Administrative Secretary 1 (varies) Administrative Officer (varies) </div> <div style="display: flex; justify-content: space-between;"> Social Service Supervisor (varies) Case Manager Supervisor (varies) </div>		

CLASSIFICATION PURPOSE:

The primary purpose of the Deputy Director classification is to assist the director with defining departmental goals and objectives. Develop policies and procedures. Assist in the preparing department budget. Supervise assigned staff in one or more major department sections or divisions.

JOB DUTIES:

Responsible for the efficient organization, supervision and administration of childcare eligibility, certification/ licensing, Step Up to Quality (SUTQ) standards review, change unit and fiscal services. Plan, direct, administer, and implement operational projects leveraging use of technology, customer relations and employee performance. Coordinate projects across units. Complete reports, answers questions, holds conferences, and evaluates and addresses issues. Establish standards and controls for the accountability of child care services on a county-wide basis with respect to the rules and regulations governing Publicly Funded Child Care (PFCC). Responsible for oversight of quality desk reviews for the Family Child Care providers applications seeking one- and two-Star ratings. Serve as the liaison within the agency and oversees the coordination with other social service organizations in the collaborative development of community-based quality childcare systems. Review, establish, and maintain programs and policies. Ensure that quality-monitoring systems are in place to meet Federal and State guidelines. Serve as an advisor to management on matters relating to child care policies. Initiate and oversee all projects and initiatives in the child care units.

Ensure compliance with local, state and federal rules and regulations governing PFCC eligibility and regulations as well as SUTQ requirements for licensed home care providers. Formulate and establish agency policies and operating procedures for PFCC eligibility determination, Licensing requirements and SUTQ standards. Ensure SUTQ applications are compliant with all quality requirements prior to recommending rating actions to the State Department of Job and Family Services. Confer with agency officials to plan child care objectives and coordinates functions and operations between divisions and departments. Implement systems and structures that track progress toward goals and outcomes. Serve as chief communicator for the agency with ODJFS, agency staff and the community on child care issues. Participate in community strategic planning, leadership training and technical task forces.

Serve on advisory boards, committees and task forces working toward strengthening the linkages to supportive services and quality child care within the county and surrounding community. Participate with all sectors of the community to develop community wide plans and policies to ensure there are adequate quality PFCC slots to meet the community need. Prepare, edit and deliver documents and presentations. Schedule and organize materials for meetings. Keep assistant director informed of work activities.

Supervise, direct, and evaluate assigned staff, processing employee concerns and problems, directing and assigning work, counseling, disciplining, and completing employee performance appraisals. Work cooperatively with all divisions in recruitment, selection and assignment of staff. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of budgeting; management; work force planning; employee training and development; supervision; public relations; human relations; agency policy and procedures; government structure and process; counseling; business. Skill in word processing; equipment operation. Ability to define problems; collect data, establish facts and draw valid conclusions; comprehend and record figures accurately;

add, subtract, multiply and divide whole numbers; calculate fractions, decimals and percentages; use statistical analysis; complete routine forms; maintain accurate records; interview job applicants effectively; understand manuals and verbal instructions; technical in nature; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; prepare and deliver speeches before specialized audiences and general public; establish friendly atmosphere as supervisor of work unit; handle sensitive inquiries from and contacts with officials and general public; resolve complaints from angry citizens and government officials.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Bachelor's degree in business, social science or related field with three (3) years of progressively responsible management experience.

Additional Requirements

Must meet background check requirements.

Supervisory Responsibilities

Ability to assign, review, plan, and coordinate the work of other employee, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, and to act on employee problems

UNUSUAL WORKING CONDITIONS:

N/A

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date