

CITY OF EMERYVILLE/MESA

CREATED: May 1984 (as Child Development Director)
REVISED: March 2016
TITLE: CHILD DEVELOPMENT CENTER MANAGER
FLSA: Exempt
Job Code: 1120

CHILD DEVELOPMENT CENTER MANAGER

DEFINITION

Under the direction of the Community Services Director, provides operational and administrative leadership and program development for the Center. Responsible for ensuring overall operation and fiscal efficiency of a quality program, and ensures the applicable certification and training of teaching staff, and performs related work as assigned.

CLASS CHARACTERISTICS

This a managerial classification with overall operational responsibility for the Child Development Center division, which includes overall management of staff, financial management and control, statutory reporting and auditing, and maintenance of operation of the facility. Administrative direction provided by the Community Services Director. This classification is distinguished from Community Services Director in that the latter has broad citywide responsibility for community services programming. This position is at-will, and serves at the pleasure of the Appointed Authority.

DUTIES AND RESPONSIBILITIES: The duties and responsibilities listed below are illustrative only and are not meant to be a full and exhaustive listing of the duties and responsibilities of the classification.

Serves as a liaison between City of Emeryville, parents of the program and other public and private agencies.

Responsible for public relations and recruitment of children into the program, notifies parents when their child is accepted or is terminated according the State guidelines and procedures.

Responsible for the development and administration of Center admission process, the development of fee structures, and ensuring compliance with general licensing requirements for child development centers.

Provides managerial oversight into the age-appropriate assignment of children to classroom and programs (i.e., swimming, field trips, meetings, etc.).

Counsels parents regarding health, education and behavioral problems; and makes referral of the more difficult cases to community services.

Prepares and/or provides oversight in the preparation of all State fiscal reports.

Responsible for supervising, training and evaluation of staff in accordance with departmental and city-wide procedures.

Works closely with department management team in the development and delivery of a comprehensive community services program, ensuring adequate coordination and transition between participants across program areas.

Oversees the coordination and implementation of all program components, through staff meetings, developing performance goals and objectives, and effective leadership.

Plans, develops and monitors the Center's budget, revenue collection and tracking protocols and reporting in conjunction with the Community Services Director and Finance Department.

Selects, trains, motivates, and evaluates assigned staff; provides or coordinate staff training; works with assigned employees to correct deficiencies; implements discipline and termination procedures.

Ensures center meets all California Department of Education requirements

QUALIFICATIONS

Sufficient education, training and/or work experience to demonstrate possession of the following knowledge, skills, and abilities which would typically be acquired through:

Knowledge of principles of management and organization; principles and practices of public administration including the management of diverse facilities and programs, such as a community center for children; current theories, principles and practices common to public administration; computer applications and data management systems for community services program delivery; and federal, state and local laws, codes and regulations pertinent to the management and operation of community services programs and facilities; resource development and grant writing; legislative appropriations, donations, sponsorships and in-kind services for programs; monitoring and evaluating programs and reporting outcomes both qualitatively and quantitatively; and the political acumen to develop and maintain community relationships, build partnerships and advocate for the Division and Department.

Ability to plan, organize, and implement programs and activities in the community services field; "multitask" to handle competing priorities and demands; stimulate creativity and execute change as needed; analyze, formulate and implement departmental budget; work effectively and cooperatively with a variety of city/community programs; successfully supervise the work of others; effectively evaluate needs for the City; ability to communicate clearly in written and oral forms; to administer contracts and work with advisory boards and community groups; provide leadership and direction to the staff in a changing fiscal and service climate; maintain effective interpersonal relationships with various City departments and functions; communicate with others and to assimilate and understand information, in a manner consistent with the essential job functions; formulate and recommend Divisional policies and procedures, set priorities and objectives which foster human development, health and wellness, cultural unity, safety and security, and enhance community identity; operate assigned equipment; make sound decisions in a manner consistent with the essential job functions; engage in strategic thinking to analyze and evaluate the present and future needs for recreation and community service programs and facilities.

EDUCATION AND EXPERIENCE:

Any combination of education and experience that will likely produce the knowledge, skills and abilities required for the positions is qualifying. A typical way of qualifying is:

Education: Bachelor's degree in recreation, public administration, social services, education or a related field. Master's degree is highly desirable.

Experience: Minimum of five (5) years progressively responsible experience in the field of child development, with at least three (3) years at a supervisory and administrative level.

Licenses and Certificates: Possession of a valid California Driver's License with a satisfactory driving record OR demonstrates the ability to travel to various locations in a timely manner as required in the performance of duties. The position may be required to possess experience and education required by the State of California to meet licensing requirements of a child development center.