

CLASS TITLE: CHIEF, OFFICE OF CHILD CARE

Class Code: 02821400
Pay Grade: 32A
EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the planning, development, direction, and administration of a statewide program providing child care benefits to low-income parents who are in training or working; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative of the Administrator of Community Services, Department of Human Services, with wide latitude for the exercise of independent judgement; work is reviewed for latitude for the exercise of independent judgement; work is reviewed for results obtained and conformance to prescribed agency standards.

SUPERVISION EXERCISED: Plans, directs, coordinates supervises and reviews the work of professional and ancillary personnel.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for planning, direction, development, and administration of a statewide program providing child care benefits to low-income parents who are in training or working including:

- develop policy statements to define the parameters of the child care program;
- conduct studies and analysis of the current needs of child care in Rhode Island;
- develop a working relationship with the community of childcare interests providers, consumers, advocates, labor and business leaders;
- direct the determination of eligibility for the Department's childcare program;
- direct the provision of childcare benefits to eligible persons;
- promote the development of alternative forms of childcare in the community;
- assist the private sector in the development of employer supported childcare programs;
- coordinate among the state departments (such as the Executive Office and the Department of Economic Development) in preparing and encouraging the private sector to offer childcare options to their employees;
- develop partnerships with the private sector in order to increase the amount of childcare for working parents;
- provide the leadership in sponsoring (with advocates, consumers, providers, labor and business) annual statewide conferences in areas of childcare;
- promote and educate the general public about the need for childcare by our clientele;
- support the development of a childcare Resource and Referral Program for our clientele.
- keep statistics on the need for and provision of childcare in Rhode Island;
- prepare the Department's annual budget for childcare services;
- coordinate all childcare activities and programs with other departments and any other applicable employment program;
- develop a mechanism to evaluate the child care program annually;
- develop a plan to disseminate information about the child care program to the community;

create a statewide advisory committee for the child care program composed of consumers, advocates, providers, labor and business leaders to seek advice and direction;

develop childcare projects with the private sector specifically geared for parents who are in training programs;

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of community resources and how to use them effectively; a working knowledge of public human services administration; a knowledge of child care needs of parents who are working or in training; the ability to plan, organize, direct, coordinate and supervise the work of professional staff and ancillary staff personnel engaged in administering a statewide program of child care for Rhode Island parents; the ability to establish and maintain effective working relationships with superiors, subordinates, associates, the community, and with public and private agencies; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing; and
Experience: Such as may have been gained through: considerable employment in a management position in human services with responsibility for planning, implementing and coordinating the work of a staff.
Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: March 16, 1986

Editorial Review: 3/15/03