

## License or Certificate

Possession of, or ability to obtain an appropriate California driver's license.

## Compensation and Benefits

### SALARY

The salary range for this position is \$66,934-\$81,359 annually. The actual salary will be based on the qualifications of the successful candidate.

### RETIREMENT

Participation in the PERS program 2.5%@55 (single highest year) with EPMC. City pays the employee's 8% contribution. The City does not participate in Social Security.

### BENEFITS

**\*15 - 28 days paid vacation**

**\*10 days management leave**

**\*12 days sick leave**

**\*12 holidays, plus 2 ½ floating holidays**

**\*Flexible Benefit Plan including \$1600.04 paid towards health, dental and vision cafeteria plan and mandatory Life Insurance and Long-Term Disability (LTD) premiums. Maximum cash-out of \$500 if employee has outside health/dental insurance.**

**\*Dependent care assistance (DepCare Plan)**

**\*Medical Reimbursement Plan (MRP)**

**\*Computer Loan Policy**

**\*Bicycle Loan Policy**

**\*PERS Long Term Care Program available**

## Examination Information

Based on review of applications, a limited number of the best-qualified candidates -- based on the information provided on the application form, resume, etc. -- will be invited to participate in the selection process. Selection for this position may include a written and practical test and an oral board interview before a qualifications appraisal panel to establish an eligibility list to be used by the Community Services Department to make the final selection.

### FINAL FILING DATE

Online applications will be received by the Human Resources Office until 5:00 p.m., **Friday, September 24, 2010. A City of Davis online employment application must be submitted to be considered for this position; paper applications will not be considered.**

You will find the online application and brochure at the City of Davis website:  
**<http://www.cityofdavis.org/jobs/>**

If you require accommodation during any phase of this recruitment process, please contact the Human Resources office at (530)757-5644 or TDD (530)757-5666.

## The Community

Located in Yolo County, in the Central Valley of northern California, Davis is situated 11 miles west of Sacramento, 385 miles north of Los Angeles, and 72 miles northeast of San Francisco. Virtually the entire state of California is within a one-day driving distance. The Sacramento and American Rivers lie to the east along with the historic gold country, Lake Tahoe and the Sierra Nevada mountain range. To the west are the San Francisco Bay area, great coastal redwood forest, and the beaches and rugged shores of the Pacific Ocean.

Davis is a university-oriented city with a population of approximately 64,200. The University of California, Davis (UCD) was established in 1908 and is internationally recognized for its contributions to life sciences, agriculture, veterinary medicine, biotechnology, medical technology and engineering.

The community is a unique mixture of university and residential and is known for its commitment to environmental awareness and implementation of progressive and socially innovative programs. The city's quality of life and progressive community is reflected in its small-town style, environmental and open space programs, vibrant downtown, farmers' market, greenbelts and bicycle paths, parks, recreation programs, and the quality of its educational institutions.

The City of Davis prides itself on the high quality of its employees and the support it provides in an often demanding work environment.



**Invites  
Applications for  
Child Care Manager**

**Apply by September 24, 2010**



**\$66,934-\$81,359 annually**



## The Position

To provide professional administration and supervision in the development, implementation, and evaluation of the City's Child Care Services program. Responsible for related grant applications and administration, monitoring of program and fiscal requirements, and review of statistical and fiscal reports. This incumbent is responsible for developing Child Care services operating plan and budget as well as for oversight of the Child Care Services Subsidy and Resource and Referral Grant funds. The incumbent supervises the daily operations of the entire child care program. Direct supervision is exercised over all levels of full-time or part-time permanent staff within the division.

### Example of Duties

- Recommend and assist in the implementation of divisional goals and objectives; develop and implement child care program area goals, objectives, policies, and priorities; implement division and assigned program area policies and procedures.
- Direct the development and implementation of all programs in Child Care Services area.
- Research funding sources and write new program grants; negotiate, implement and manage multiple grants. Monitor programs for adherence to guidelines, investigate potential fraud and take appropriate action.
- Plan, prioritize, assign, supervise and review the work of staff involved in specific program implementation; oversee the planning, organizing, and implementing of a variety of child care service programs.

- Evaluate operations and activities of child care program areas; identify problems; recommend solutions, improvements and modifications; prepare various reports on program area operations and activities.
- Responsible for child care program area budget preparation and administration; determine cost estimates for budget recommendations; submit justifications for staff additions and reductions, programs and materials; analyze impact, monitor and control expenditures.
- Monitor CalWORKs funding, provide supporting documentation to State if additional funds are needed.
- Select, supervise and evaluate professional, technical and clerical staff; provide or coordinate training of professional staff; work with employees to correct performance; implement discipline procedures.
- Answer questions and provide information and data to the public, cities, counties, state and federal agencies; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Coordinate child care programs with outside agencies and service providers; provide information to city commissions and community groups, as needed.
- Research, conduct surveys, and provide supporting documentation for various Child Care special projects.
- Review current trends, evaluate enrollment statistics, evaluations, and demographics and make recommendations.
- Compile narrative and statistical information; maintain records, prepare written reports, financial estimates and grant applications; prepare information for use in the preparation of work plans.
- Analyze, review and submit contracts and expenditures.
- Prepare reports for presentation to City Council, city commissions and committees; prepare state and federal reports; maintain files and records.
- Prepare for financial and eligibility audits and

state, county and funding source reviews.

- Meet with public groups, clubs, organizations and agencies to explain and promote child care services, activities and programs.
- Research and develop program opportunities for fund raising.
- Participate in State, Federal, and County reviews, policy hearings and stakeholder meetings.
- Research and monitor State and Federal budgets and regulation changes that may effect grants.
- Participate in professional organizations associated with your program types.
- Prepare presentations.
- Maintain the confidentiality of client records and information.
- Attend professional workshops, seminars, and conferences.
- Build and maintain positive working relationships with co-workers, other city employees and the public using principles of good customer service.

### Ideal Candidate

The City is seeking an individual with excellent management, communication and leadership skills. The ability to work effectively with a broad range of City officials, employees, and community organizations and the public is a particularly important quality. The ideal candidate will be approachable, resourceful, and creative. The selected candidate will be a proactive and solution-oriented individual who can demonstrate a history of creative problem solving and effective planning for the future. Competitive candidates should understand the hands-on nature of how smaller cities work and will be able to look at issues from a city-wide perspective.

### Personality/Management Style

Other skills and traits that are required include:

- \* High integrity and solid character

\* Collaborative dispute resolution and consensus building skills

\* Openness to new ideas; flexibility in his/her approach

\* Friendly and diplomatic demeanor

\* Passion for public service and strong customer service ethic

\* Superior communicator who can quickly cultivate internal and external trust and confidence with a variety of audiences

\* Exceptional listening skills

\* Value placed on professional development and growth

\* Responsiveness to community concerns; sensitivity to a diverse group of stakeholders

\* Ability to be persuasive, confident and calm under pressure

\* Fairness and honesty, with a good sense of humor

### Experience and Education

Ideal candidates will be a well rounded professional with in-depth knowledge of social services programs. Candidates who seek a fast-paced environment where high expectations and balancing numerous priorities are the norm will find Davis' team-oriented culture to be a good fit. While the Child Care Manager receives guidance and direction from the Community Services Director, he/she must be capable of working effectively in an independent and proactive manner. Exceptional verbal and written communication skills are essential for success in this role.

Education equivalent to a Bachelor's degree from an accredited college or university with major work in child development, social services, public administration, human development or a related field. Five years of increasingly responsible experience in managing multiple child care subsidy, resource and referral, or other social services program administration including two years of supervisory responsibility.