

Town of Pine Bluffs

JOB TITLE: DAY CARE DIRECTOR

CLASSIFICATION NON EXEMPT POSITION

DEPARTMENT: Day Care

SUMMARY: Under general direction from the Town Administrator, plans, directs and administers the Day Care programs and facility for the Town. This position exercises independent judgment and discretion in the daily functions of the Pine Bluffs Day Care; and performs related duties as assigned.

ESSENTIAL FUNCTIONS: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge skills, and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)

DUTIES AND RESPONSIBILITIES: (which are not in any hierarchical order)

1. Plans, directs, supervises and evaluates the work of subordinates, instructors and volunteers.
2. Develops, plans, evaluates, organizes and as necessary facilitates various care related programs, activities and special events; and modifies as appropriate to ensure that programs are providing maximum benefits to the community.
3. Assists in the preparation of the department budget and is responsible for the administration and accurate implementation of said budget.
4. Prepares reports and management logs as necessary to ensure compliance with all local, state and federal regulations.
5. Reviews and makes recommendations regarding the Town's procedures as related to Day Care facilities and programs.
6. Coordinates services with other units of the Town government, State and County, and private organizations.
7. Employs appropriate, certified officials for programs
8. Keep accurate records related to the CACFP (food program) and submit a monthly claim for reimbursement.
9. Is required to obtain 30 hours in continuing education per biennium. Areas of competencies include: Health, Nutrition and Safety, Guidance and Discipline, The Active Learning Environment, Child Growth and Development, Family Relationships, Program Management, Professionalism and Uniqueness and Cultural Awareness. These must include trainings in blood borne, sanitation, fire safety, child abuse, CPR, and First Aide.
10. Performs other related duties as required and assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of local, state and federal laws concerning Child Care activities.
- Knowledge of Town Charter, codes, ordinances, rules and regulations.
- Knowledge of Wyoming Public Records laws.
- Knowledge of general management principles and practices to include budgeting, policy and procedure development and personnel management and supervision.
- Knowledge of all phases of Day Care activities and regulations.
- Knowledge of the organization and functions of elected officials, appointed boards and commissions.
- Skilled in planning, organizing, assigning and coordinating the activities staff, and volunteers
- Skilled in budget development.
- Skill in using computer with a Microsoft operating system.
- Skill in both verbal and written communication.
- Skill in supervising, evaluating, training and motivating employees.

- Skill in applying appropriate public relations techniques as situations warrant.
- Skill in prioritizing and managing multiple tasks and projects simultaneously.
- Ability to establish/maintain effective working relationships with those contacted in the course of work.
- Ability to express ideas clearly when providing oral and written reports and recommendations.
- Ability to develop programs which meet the needs of all citizens of the community.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and /or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION/EXPERIENCE: The equivalent of Bachelor's degree from an accredited college or a university with a major in Child Care, Public Administration, or related field. Three (3) years of progressive experience in developing and implementing community-wide Day Care programs. Excellent interpersonal and communication skills and knowledge of state, local, and federal regulations and requirements are a must. An equivalent combination of education, experience and training may be substituted for minimum requirements. Applicants must be able to pass a background check successfully and have appropriate State Certifications if required.

LANGUAGE SKILLS: The applicant must have the ability to prepare and maintain required records of operation and excel in oral and written communications.

REASONING ABILITY: The applicant must be able to organize and supervise the work of others and to develop and maintain good personal relationships with others. The applicant must be able to read edit and prepare reports, meeting minutes, instructions, letters, memos, and financial reports.

OTHER SKILLS AND ABILITIES:

- Ability to make decisions, recognizing established precedents and practices, and use resourcefulness and tact in meeting new problems.
- Ability to plan, assigns, supervise, and coordinate the activities of several departments.
- Ability to determine long-range needs and to plan and organize work for the efficient accomplishment of such objectives.
- Ability to establish and maintain effective working relationships with supervisor, subordinates, officials, representatives of other agencies and the general public.
- Excellent professional judgment and organizational skills.
- Computer proficiency in MS computer software and standard database software is required.

WORK ENVIRONMENT/ADA: Work involves light to strenuous activity. There is frequent need to stand, stoop, walk, run, swim, sit, lift objects, and perform other similar actions during the course of the workday. The Town of Pine Bluffs promotes a drug/alcohol-free work environment through the use of mandatory pre-employment, random and/or reasonable suspicion drug testing. This position will also require the use of Town vehicles on Town business. Individuals must be physically capable of operating the vehicles safely and have an acceptable driving record.

Lifting: 10 - 45 Pounds
Environment: Inside or outside in various weather conditions
Hearing: Normal Noise Levels

*Class Descriptions are not intended to be restrictive. The use of (or absence of) a particular illustration of duties shall not be held to exclude or limit the authority of a Department Head to assign other duties which are similar and related to work.