

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):
Coral Manning

Work Phone: 608-267-4995
 2. Class Title (i.e. payroll title):

Child Care Coordinator
 3. Working Title (if any):

Early Care and Child Care Coordinator
 4. Name & Class of First-Line Supervisor:

Jim O'Keefe Community Development Division Director

Work Phone: 608-266-7851
 5. Department, Division & Section:

Dept of Planning & Community & Economic Development, Community Development Division, Child Care Section
 6. Work Address:

30 West Mifflin St. 8th Floor, Madison, WI 53703
 7. Hours/Week: 38.75

Start time: 8:00 am End time: 4:30 pm
 8. Date of hire in this position: October 24, 2016
 9. From approximately what date has employee performed the work currently assigned:

October 24, 2016
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10. Position Summary:

Under the direct supervision of the Community Development Division (CDD) Director, this position oversees all early childhood care and education initiatives for the City of Madison. This includes child care accreditation and Child Care Tuition Assistance Programs and provides direct oversight of the work of the Division's Child Care Section. The section is comprised of six child care specialists, the child care tuition assistance coordinator and an administrative assistant. Working with the CDD Director, and with input from City Council members, the Early Childhood Care and Education Committee and the early childhood education community, the position is responsible for establishing the vision, goals and direction for of early childhood care and education in Madison including filling the lead role for the City in the Northside Early Childhood Zone initiative. With guidance from the Director, the incumbent will integrate these roles into the broader mission of the Division. This position oversees the budget of the child care assistance program (approximately \$850,000 annually) as well as smaller grants to individual child care centers. The incumbent has primary responsibility for the oversight contracts for programs or services provided by organizations in the community that are focused on children and families. This individual is a member of the CDD management team.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)
- 30% A. Oversee the Madison Child Care Accreditation Program
 1. Manage six Child Care Specialists who perform the assessment and accreditation processes of child care centers and family child care systems according to Madison standards. Provide leadership and focus to child care section. Communicate policy goals and expectations to staff of participating community agencies.
 2. With input from child care specialists, develop and implement a vision and goals for the section to best serve residents in the City, especially those who have high barriers to success.
 3. Assign accreditation work and provide direction, supervision and training to child care specialists regarding accreditation processes and components of high quality early childhood care and education for children aged birth-12 years that is provided by participating agencies.
 4. Oversee training, technical assistance and consultation services offered to programs by child care specialists. Review and recommend disposition of requests from accredited centers for child care grants for equipment, materials and other program resources.
 5. Ensure that accreditation processes and documents are current, reflect researched-based best practices of the early childhood field (including 4K) and verify compliance with state and local requirements and regulation. Review and revise City accreditation standards as needed. Approve on-going professional development for child care section staff to maintain their continued credentials and expertise.
 6. Provide technical assistance, consultation and support to community partners, child care agencies and institutions to establish and maintain a high quality of early childhood care and education programs for children and families in Madison.
 7. Represent the city of Madison before Accredited child care agencies and in community-wide efforts and collaborations with stakeholders such as the Madison Metropolitan School District, the Department of Children and Families, the University of Wisconsin Child Care Office, United Way and others.

 - 25% B. Lead Early Childhood Initiatives for the City of Madison
 1. Serve as lead and representative of the City on various early childhood initiatives including the Northside Early Childhood Zone, the Early Childhood Coalition, Directors Caucus,
 2. Provide direction and ensure the City's early childhood priorities are well-represented to and understood by community members and leaders to further the City goals around early care and education.
 3. Create innovative responses to identified community need and coordinate City participation in collaborative efforts to better serve families with high barriers to success.

 - 15% B. Oversee the Madison Child Care Assistance Program
 1. Supervise staff in activities related to the determination of eligibility, enrollment and participation of families in the Program.
 2. Create, monitor and modify the budget for the program, as needed to ensure resources are utilized in an efficient and effective manner.
 3. Analyze program data to measure trends and make modifications to the program, as needed.
 4. Ensure timely payment to child care centers.
 5. Ensure effective communication between staff and child care programs.
 6. Play a lead role in establishing program policies and ensuring consistency with relevant City ordinances.
 7. In concert with the Director and management team, and the City Council, adapt and coordinate the use of Program funds, where appropriate, to help support broader Division and City goals and strategies.

 - 15% C. Help Administer Program Resources Used to Support Child Care Services
 1. Collaborate with other Division managers in the development and implementation of funding processes that are used to support agencies and programs focused on young

children and families. Provide direction in the development of funding processes in the area of children and families.

2. Oversee the review of funding requests and help formulate recommendations to allocate resources among agencies and activities focused on serving children and families.
3. Oversee the development and content of contracts with funded agencies, as well as the administration of such contracts.
4. Provide direction regarding communications with agencies and child service providers on issues related to program design, contract compliance and monitoring standards.
5. Administer the contracts with the organizations selected by the City to accredit family child care providers and to collect and analyze child care data collection.

15% D. Serve as part of the CDD Management Team

1. As a member of the Division's management team, participate in the development and execution of the City's policies, strategies and funding decisions with respect to human services activities families supported through the Division, especially those impacting vulnerable children and families.
2. Work cooperatively and assertively to integrate a perspective of quality child care and impact of city services on the well-being of children and families into the discussions, plans, and actions of all components of CDD.
3. Assist the Director in preparing and monitoring the CDD budget, particularly for activities pertaining to services for children and families.
4. Help to formulate policies and initiatives that integrate support for child care services into broader city efforts designed to sustain families and strengthen neighborhoods.
5. Provide primary staff support and leadership to the Early Childhood Care and Education Committee and represent the CDD before the Mayor, City Council, City policy committees and the public on issues regarding the state of early education and care in Madison. Provide resources and data to city officials and departments.
6. Assist with the development of CDD onboarding and team building strategies and procedures.

12. Primary knowledge, skills and abilities required:

Knowledge of public policy, public administration and management especially in the area of child development and early childhood education and care. Knowledge of federal, state and local governance and experience with analysis of statutes, legislation, resolutions and ordinances. Understanding of capacity building and strategic planning, policy and budget development, data analysis and program evaluation. Knowledge of parent support and child-teacher interactions, staff supervision and evaluation, child assessment, curriculum, physical space and program materials and program evaluation, management and administrative best practices. Knowledge of the laws, regulations and standards that pertain to child care and early childhood education in the State of Wisconsin and the city of Madison. Ability to analyze programmatic and budgetary data and use it to make decisions. Ability to establish and maintain effective working relationships with other CDD staff, staff of child care programs, community organizations focused on child care services, state regulators, parents, elected officials and the general public. Understanding of how and ability to work with racially/ethnically and cultural diverse communities. Ability to supervise professional staff and develop and maintain a cohesive team within the Child Care Unit. Ability to communicate clearly and concisely.

13. Special tools and equipment required:

Possession of a driver's license.

14. Required licenses and/or registration:

None

15. Physical requirements:

None

16. Supervision received (level and type):

General supervision.

17. Leadership Responsibilities:

This position: is responsible for supervisory activities (Supervisory Analysis Form attached).
 has no leadership responsibility.
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

I prepared this form and believe that it accurately describes my position.
 I have been provided with this description of my assignment by my supervisor.
 Other comments (see attached).

EMPLOYEE

DATE

19. Supervisor Statement:

I have prepared this form and believe that it accurately describes this position.
 I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
 I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
 I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
 Other comments (see attached).

SUPERVISOR

DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.