

## **Program Administrator – Early Learning & Care**

### **Purpose Statement**

The job of Program Administrator – Early Learning Care is done for the purpose/s of planning, organizing, supervising, and coordinating the expansion of quality early care and education programs and related activities; providing information to others; and implementing and maintaining services within established guidelines and standards.

This job reports to Director, Early Childhood Education

### **Essential Functions**

Assists in the preparation and development of the annual budget for the purpose of providing necessary support and implementation of budget processes.

Collaborates with a variety of early learning and care personnel for the purpose of developing activities and/or ensuring that services are delivered in compliance with governance requirements.

Coordinates a variety of program components and activities (e.g., budgets, grants, policies, and procedures, etc.) for the purpose of delivering services in compliance with established guidelines.

Maintains a variety of manual and electronic files and/or records for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.

Monitors the safety of children in and around work areas (e.g., halls, multipurpose rooms, lunchroom, restrooms, grounds, etc.) for the purpose of preventing injuries and ensuring site safety.

Monitors assigned program activities (e.g., procedures, activities, etc.) for the purpose of promoting involvement of community stakeholders meeting deliverables identified in selected grants.

Compiles, reviews, and analyzes a variety of data and information related to assigned programs and subject areas for the purpose of reporting progress toward deliverables to funding sources.

Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform functions.

Performs a wide variety of personnel functions, including oversight for all professional development (e.g., interviewing, evaluating, supervising, providing training, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel, and achieving objectives within budget.

Prepares a variety of materials (e.g., reports, letters, memos, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

Prepares and maintains a variety of narrative and statistical records, reports, and files related to programs, fiscal activity and assigned duties for the purpose of monitoring expenses, budgets and deliverables for related grants and contracts.

Processes documents and/or materials (e.g., training materials, minutes, bulletin articles, communications, etc.) for the purpose of disseminating information to appropriate parties.

Responds to inquiries for the purpose of resolving issues, facilitating communication among parties and/or providing information or directions.

### **Other Functions**

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records; and planning and managing projects.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: accounting practices; age appropriate activities; job-related codes/laws/rules/regulations/policies; office application software; and stages of child development.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; networking and facilitating communications; motivating others; and developing and implementing effective conflict resolution.

**Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally, the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job-related experience within a specialized field is required.

**Education:** Bachelor's degree in job-related area.

**Equivalency:**

**Required Testing:**

Pre-Employment Health Screening

**Certificates and Licenses**

Pediatric CPR/First Aid Certificate  
Valid Driver's License & Evidence of Insurability

**Continuing Educ. / Training:**

Maintains Certificates and/or Licenses

**Clearances**

Criminal Justice Fingerprint/Background Clearance  
Tuberculosis Clearance  
Proof of Influenza, Pertussis & Measles Immunizations

**FLSA Status**

Exempt

**Approval Date**

6/13/2023

**Salary Grade**

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