



Child Care Coordinating Council, Inc of San Mateo County

JOB DESCRIPTION

Title: Director of Programs
Reports To: Executive Director
Department: Community Programs
Hours: 40 hrs/week, 8:30AM to 5:00PM Mon-Fri (with some evening and weekend shifts, as needed)
Classification: Exempt

PRINCIPAL RESPONSIBILITIES: The Director of Programs will direct, plan, develop, and implement overall strategies for the agency's programs. The Director of Programs will work closely with Executive Director, Director of Fiscal and Administrative Services, and other key staff to ensure contractual compliance, programmatic integrity and growth, and the overall health of the agency.

PRIMARY DUTIES:

- **Programmatic oversight and direction**
 - Develop strategic direction for growth and sustainability of agency programs
 - Direct and oversee all programs ensuring compliance with contract and grant requirements, as well as federal, state, and local laws and regulations
 - Develop and implement strategies to maximize program quality and client satisfaction
 - Develop and implement strategies to improve teamwork among staff and the integration and coordination between all of 4Cs' programs
 - Lead and cultivate program staff in the development of "best professional practices," to include program structure, policies, procedures and performance measures
 - Maintain up-to-date and comprehensive records for all programs
 - Analyze evaluation, data collection and reporting procedures to improve program effectiveness, achieve growth in core services, and communicate outcomes
- **Staff Supervision:**
 - Provide supervision and support for direct reports and program teams
 - Provide performance assessments, coaching, and training on a regular basis
 - Develop annual goals and conduct performance reviews for program staff
 - Utilize team-building activities to foster collaborative efforts among staff and departments
 - Model oversight of individual and organizational performance standards
- **Provide financial oversight and fund development**
 - Working with the Director of Fiscal and Administrative Services, develop and monitor program budgets for current and prospective programs
 - Work closely with the Director of Fiscal and Administrative Services to analyze and improve financial performance
 - Support managers to understand and make recommendations regarding program budgets
 - Ensure programs work within budget
 - Participate in the development and execution of strategies to raise funds for 4Cs programs leveraging existing funding commitments to create sustainable sources of revenue
 - Working with the Director of Fiscal and Administrative Services, develop proposals for new programmatic opportunities



Child Care Coordinating Council, Inc of San Mateo County

- **Agency Representative:**
 - Attend and actively participate in County and State level professional associations, collaboratives, community and partnership meetings
 - Monitor and provide input on federal, state and local legislation, regulations, management bulletins, and other policy changes affecting the administration of programs to ensure that 4Cs remains in compliance with changing public sector requirements
 - Act as the Appeals Hearing Officer for the Alternative Payment Program
- **Overall:**
 - Follow the 4Cs employment handbook
 - Foster collaborative efforts within the agency and carry out overall agency goals and mission
 - Other miscellaneous duties as assigned

DELIVERABLES:

- Ensure compliance with all contract requirements and reporting
- Meet or exceed fiscal objectives and responsibility as defined in annual budget
- Participate in ongoing and annual review of agency program policies
- Incorporate highest client service standards into annual performance reviews
- Increase community awareness and utilization of agency services

RELATIONSHIPS:

- Actively participate on the 4Cs Executive Team
- Report to the Board of Directors as required
- Develop and maintain relationships with local elected officials, State regulators, statewide organizations, the County, and community partners, in concert with the Executive Director
- Maintain a strong role externally within the County and with statewide and national organizations to convey the strategic priorities of 4Cs
- Maintain accountable and effective relations with project consultants and partners
- Maintain confidentiality related to agency services and internal operations

NUMBER OF EMPLOYEES SUPERVISED:

Directly: 3-6 Indirectly: 3-15

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in appropriate field, Masters degree in Business Administration, Public Administration or Child Development preferred
- 4-6 years project management and budget management experience in highly regulated environment.
- Critical thinking and creative problem solving skills
- Self-starter with demonstrated ability to develop and implement strategy
- Demonstrated ability to work with a diverse population
- Experience providing supervision and coaching to others
- Superior organizational skills, including ability to prioritize work on multiple tasks simultaneously
- Excellent written and verbal communication skills
- An automobile, insurance, and valid CA driver's license

SPECIAL QUALIFICATIONS:

- Familiarity with child care field, Resource and Referral and Alternative Payment Programs
- Knowledge of San Mateo County preferred , particularly regarding early care and education
- Bilingual in Spanish desirable

330 Twin Dolphin Drive, Suite 119 • Redwood City, CA 94065 • 650.517.1400 tel • 650.596.5103 fax
info@sanmateo4Cs.org • www.sanmateo4Cs.org



Child Care Coordinating Council, Inc of San Mateo County

SOME OF THE ESSENTIAL PHYSICAL REQUIREMENTS:

- Sitting at a desk, typing on a computer and talking
- Represent the Agency at offsite meetings and training, travelling by car and sitting during meetings
- Filing
- Lifting boxes up to 15 pounds

To apply:

Please send resume and cover letter to info@sanmateo4Cs.org

Revised April 2015