

**JOB DESCRIPTION**  
December 2024

Placer County Office of Education  
1400 W. Stanford Ranch Rd.  
Rocklin, CA 95765

**PROGRAM ADMINISTRATOR, SUBSIDIZED CHILDCARE PROGRAMS**

**General Purpose:**

A Program Administrator, Subsidized Childcare Programs is responsible to the County Superintendent and works under the direct supervision of the designated administrator. Manages and organizes the subsidized child care and development services of the Placer County Office of Education (PCOE), ensuring that the services are provided in an efficient manner and in conformance with county, state and federal laws, regulations and guidelines. This is a classified management position.

**Essential Functions and Responsibilities** include the following. Other duties may be assigned as required:

- Assists the designated administrator for the purpose of planning, organizing and supervising the operation of PCOE subsidized early education and child care programs.
- Implements assigned programs and/or projects including staff and client training for the purpose of conforming to federal, state and local laws and regulations and PCOE's objectives.
- Represents PCOE at various professional and community meetings.
- Maintains records and/or files for the purpose of documenting information and/or complying with local, state and federal laws and regulations.
- Monitors a variety of subsidy programs and processes for the purpose of directing staff activities which includes monitoring and case files for accuracy and completeness, assuring compliance with program requirements, policies and procedures.
- Prepares and monitors a variety of written materials (required reports, etc.) for the purpose of providing written reference and/or conveying information according to funding source guidelines.
- Manages assigned programs for the purpose of ensuring components are managed effectively in accordance with organizational objectives and regulatory compliance.
- Makes hiring recommendations, and supervises and evaluates assigned personnel.
- Designs and implements staff and parent training.
- Ensures that all contract funds expended or obligated are allowable costs and follow the approved budget and contract amendments, project claim invoices and fiscal reports.
- Manages, supervises and evaluates assigned personnel.
- Collaborates with state and federal agencies as well as community-based organizations to support ongoing program activities and monitor program effectiveness.
- Performs related duties and special projects as assigned.
- Initiates and administers contracts and MOUs.
- Develops and oversees program budgets, authorizes allowable expenditures and monitors fiscal data.

**Minimum Qualifications:**

**Employment Eligibility:**

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

## PROGRAM ADMINISTRATOR, SUBSIDIZED CHILDCARE PROGRAMS /PAGE 2

### **Education:**

- An AA Degree in early childhood education or related field is required.
- A Bachelor's degree in child development, education or related field is preferred.
- A Master's degree in child development, education or related field from an accredited university or college is preferred.

### **Experience:**

- Three years of increasingly responsible experience in administration of child care and development programs including supervision of staff is required.

### **Knowledge, Skills and Abilities:**

- Knowledge required to perform advanced math; review and interpret highly technical information, write technical materials and/or speak persuasively to implement desired actions.
- Knowledge and understanding of the goals and objectives of early childhood education; child development program functions, operations and requirements; data collection and fiscal management; principles of training and supervision.
- Skills required to perform multiple technical tasks with a frequent need to upgrade skills due to changing job conditions.
- Ability to interpret and apply policies, laws, rules and regulations as applicable.
- Ability to take responsibility and use good judgment in exercising scope of authority.
- Ability to design and implement training programs.
- Ability to operate a variety of office equipment, including microcomputers, photocopy machines, calculator, laminator and audiovisual equipment.
- Ability to schedule a significant number of activities; routinely gather, collate and/or classify data; and use basic job related equipment.
- Ability to be flexible in working with others under a wide variety of circumstances.
- Ability to operate equipment using standard methods of operation.
- Ability to work with a significant diversity of individuals and/or groups.
- Ability to work with data of varied types and/or purposes and utilize job related equipment.
- Ability to maintain accurate records.
- Ability to communicate with persons of varied cultural and educational backgrounds.
- Ability to maintain confidentiality.

### **Required Testing:**

- None

### **Certificates & Licenses:**

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Possession of a California Administrators Credential is preferred.

### **Clearances:**

- Criminal Justice Fingerprint Clearance
- TB Clearance

### **Work Environment:**

- Work is performed in an office or school environment, continuous contact with staff, and representatives of other agencies and the community.

## PROGRAM ADMINISTRATOR, SUBSIDIZED CHILDCARE PROGRAMS /PAGE 3

### Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

**FLSA Status:** Exempt

**Employee Group:** Management

**Salary Grade:** Level 17

Reviewed and Approved

Superintendent:

Human Resources:

Date:

12/10/24

Date:

12.10.24