CLASS TITLE: Assistant Director of Children Services

CHARACTERISTICS OF THE CLASS: Under direction, manages a major functional area for the Children Services Department; and performs related duties as required.

ESSENTIAL DUTIES: Manages and coordinates administrative support functions including purchasing, personnel, budgeting, finance and information systems support for the division’s central and field offices; directs the development of the division’s administrative budget to provide for the organization’s staffing and operating needs; establishes administrative and fiscal controls for the effective management of the operating budget; provides administrative oversight, technical assistance and support to Early Head Start, Head Start and Child Care delegate agencies; assists in the preparation of grant applications, program performance reports, training plans, budget revisions and contracts for delegate agencies and special initiatives; develops and reviews proposals to obtain funding for program initiatives; supervises the tracking and monitoring of delegate agencies’ enrollment of children in programs to ensure maximum utilization of available slots; oversees staff working with high risk/special conditions delegate agencies to improve their performance; establishes partnerships with local colleges and universities and other public and private agencies to develop training programs for program clients or to improve program operations.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor’s degree in the Social Sciences, Business Administration or a directly related field supplemented by five years of progressively responsible community or social service experience including three years of supervisory experience, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Considerable knowledge of effective budget management practices and techniques. Considerable knowledge of grant administration methods. Considerable knowledge of effective management methods and procedures.

Ability to manage and direct administrative support staff. Ability to develop and implement administrative and fiscal controls for effective program management.
CLASS TITLE: Assistant Director of Children Services (Cont’d)

Ability to prepare applications and administer major grant programs.

Excellent written and oral communication skills. Excellent human relations skills. Considerable skill in managing the administrative support component of a large division. Considerable skill in administering major government grants.

Working Conditions. General office or equivalent environment.

Equipment. Standard office equipment including personal computers.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

February, 1995
(Revised June, 2008)
City of Chicago
Department of Human Resources