CLASS TITLE: Director of Children Services

CHARACTERISTICS OF THE CLASS: Under direction, the class directs the Children Services Division of the Department of Human Services in providing a variety of social services programs for children; and performs related duties as required.

ESSENTIAL DUTIES: Develops the division’s goals, objectives, and priorities ensuring that they are achieved through program managers and supervisors; directs the monitoring and evaluation of Early Head Start, Head Start and Child Care programs and services provided by delegate agencies, ensuring their compliance with federal, state and local regulations; manages administrative support functions including purchasing, personnel, budgeting, finance and information systems support for the division’s central office and field sites; develops work standards and evaluates managers’ performance; monitors the quality and effectiveness of division operations as well as services and programs provided by delegate agencies; develops and implements work policies and procedures to improve operations and ensure the maximum utilization of resources; directs the preparation and administration of the division’s budget and implements fiscal and budgetary controls to ensure the appropriate allocation and expenditure of funds; directs the division’s participation in the grant application process, program performance reporting and delegate agency contracting; directs the preparation of comprehensive statistical, narrative and budgetary reports on programs and services; represents the department to state and federal agencies on child care program issues.

RELATED DUTIES: Directs the negotiation of service and budget proposals with subcontracting agencies; meets with senior staff within the department to coordinate comprehensive social services throughout the department; establishes partnerships with educational institutions and public and private agencies to develop or improve programs and services for clients.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree in the Social Sciences, or directly related field supplemented by four years of progressively responsible supervisory experience in the development and implementation of childhood development programs, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Comprehensive knowledge of early
childhood development theories, practices and programs. Comprehensive knowledge of the issues and trends of developmental, cultural and economic issues impacting children. Good knowledge of grant administration, budgeting, purchasing and general administrative principles. Considerable knowledge of managerial and supervisory principles. Considerable knowledge of training principles and theories.

Ability to direct large comprehensive childhood development programs. Ability to manage major grants and related budgets. Ability to manage and direct staff. Ability to develop partnerships with public and private institutions.

Comprehensive skill in developing and managing childhood development programs. Considerable program auditing skills. Considerable supervisory and management skills. Good training skills. Good analytical and organizational skills. Excellent human relations skills. Excellent oral and written communication skills.

Working Conditions. General office environment.

Equipment. Standard office equipment including personal computer.

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.

April, 2003
City of Chicago
Department of Personnel
(title code changed January, 2005)