

The Maryland-National Capital Park and Planning Commission

TITLE: Child Care/Special Projects
Division Manager

GRADE: J **CODE:** 3422
DATE: 1/13/88

SERIES: Park and Recreation Management

Class Definition

Under general direction, manages Child Care/Special Projects Division to perform difficult professional recreation work, involving considerable responsibility, complexity, and variety. This is a highly visible position in the County, requiring close contact with government officials and agencies to identify needs, plan or coordinate programs, present reports and investigate complaints. Performs other related duties as assigned.

Examples of Important Duties

1. Manages assigned programs. Defines goals and objectives. Sets standards. Develops and interprets policies and procedures. Reviews Commission child care programs, School-Community Center programs, senior citizen's programs and the Department's Safety Committee. Plans and organizes major events (e.g., Safety Management Conference, County Employee's Appreciation Day). Hires and/or monitors contractors to provide services County-wide (e.g., Summer Free Lunch program, Snakes 'N Stuff program). Coordinates activities with other Commission units and other government agencies. Evaluates success of programs.
2. Manages budget. Prepares annual budget request. Writes grant applications. Monitors revenues and expenditures. Controls expenditures in accord with approved budget. Writes purchase requisitions and check requests.
3. Supervises staff. Recruits, selects, and trains staff. Plans, schedules, and assigns work. Recommends, initiates, or approves disciplinary actions. Initiates and provides training for County-wide Child Care personnel in accordance with both state and county Health Department requirements. Approves time cards.
4. Publicizes programs. Writes articles, designs brochures, handbooks, flyers and news releases, to publicize programs and events. Give talks at professional conferences. Sends promotional materials to news media, individuals or groups interested in child care or special programs.
5. Coordinates internally. Coordinates as Chairman of the Department's Safety Committee, safety training workshops in CPR, First Aid, Defensive Driving, etc. for all employees. Reviews

The Maryland-National Capital Park and Planning Commission

TITLE: Child Care/Special Projects
Division Manager
SERIES: Park and Recreation Management

GRADE: J **CODE:** 3422
DATE: 1/13/88

Examples of Important Duties (Cont)

and coordinates all Departmental child care licensing requests.

6. Coordinates externally. Meets with citizens and community groups, business groups, university, Board of Education, Planning Board, County Executive, County Council and other governmental agencies to identify needs, plan programs, and answer questions about recreation programs. Investigates complaints.
7. Conducts research. Reviews technical literature, conducts surveys, meets with vendors, exchanges information with other government agencies, and attends conferences to identify new programs, methods, and equipment which might be useful for Division or special projects.
8. Maintains and oversees program records. Maintains records of revenues and expenditures, inventory of supplies and equipment, time cards, and program participants. Writes periodic administrative reports.

Important Worker Characteristics

- A. Considerable knowledge of (1) business administration; (2) Commission organization;* (3) Commission policies and procedures;* (4) equal employment opportunity; (5) management; (6) child development; (7) office practices; (8) parks;* (9) public administration; (10) recreation; (11) safety and health regulations; (12) statistical analysis; (13) supervision; (14) physical education; (17) public relations; (16) budget and finance.
- B. Skill in operation of (1) auto; (2) calculator; (3) two-way radio.
- C. Ability to (1) solve complex problems involving many variables; (2) analyze data; (3) read technical reports and correspondence; (4) write technical reports and correspondence; (5) use proper spelling and punctuation; (6) organize work efficiently; (7) provide courteous service; (8) evaluate programs and personnel performance; (9) make oral presentations to groups; (10) speak clearly.

The Maryland-National Capital Park and Planning Commission

**TITLE: Child Care/Special Projects
Division Manager**
SERIES: Park and Recreation Management

GRADE: J CODE: 3422
DATE: 1/13/88

Minimum Qualifications

1. Bachelor's degree in Parks and Recreation, or related field (Master's degree preferred) and six years of professional progressively responsible parks and recreation experience that included four years of experience in a supervisory capacity; or
2. An equivalent combination of education and experience.
3. Valid Maryland driver's license or the ability to acquire one.

Working Conditions

Maintains office hours. Works a diverse schedule of evenings, weekends, and holidays, which at times exceeds the normal work week. Handles citizen inquiries; deals with the public, government officials, volunteer organizations, etc. Considerable pressure to meet deadlines and be self-sustaining. Responds to emergency situations as required.