DUTCHESS COUNTY CLASS SPECIFICATION	**CHILDCARE MANAGER**	
DATE ADOPTED: 8/28/2026	LAST REVISION:	Page 1 of 2

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional position in the Department of Community & Family Services responsible for planning, managing and overseeing a comprehensive childcare program, including the administration of the Child Care Assistance Program (CCAP) and other federal, state or local initiatives to support the successful delivery of quality childcare throughout the County. The incumbent develops and implements procedures for childcare initiatives such as the Day One and New York State Childcare Pilot Program, prepares required plans and reports; monitors contracted providers, conducts countywide childcare needs assessments, and ensures regulatory and fiscal compliance across all childcare operations. The position also represents the department in public convenings, prepares and delivers presentations and trainings, and collaborates with County departments, community partners, and State agencies. Work is performed under the general supervision of a higher-level administrator, with wide latitude for independent judgment in program operations. Supervision is exercised over subordinate staff in the childcare unit.

TYPICAL WORK ACTIVITES:

1. Plans, manages, and oversees childcare programs administered by the department, including CCAP and related federal, state, and local initiatives;
2. Oversees, directs, and supervises childcare unit, including work assignments, reviews, training performance appraisals, interviewing, hiring decisions, and disciplinary actions;
3. Develops and implements procedures for the childcare programs, including designing service delivery models, establishing contracting processes, conducting eligibility reviews, ensuring payment compliance, and determining staffing requirements;
4. Writes the annual Childcare Plan and prepares periodic reports required by New York State Office of Children and Family Services (OCFS) and departmental leadership;
5. Monitors contracted childcare providers through site visits, outcome review, performance assessments, and expenditure reconciliation;
6. Performs countywide childcare needs assessments, identifies service gaps, develops improvement strategies, prepares grant applications, and drafts requests for proposals.
7. Reviews outcomes, audits, and caseload data; reallocates staff or adjusts operations to ensure fiscal and regulatory compliance;
8. Prepares and delivers presentations and trainings to internal staff, community partners, and the public;
9. Coordinates with County departments on contracts, provider payment matters, and public communications, while maintaining effective working relationships with OCFS, the Workforce Investment Board, the Childcare Council, childcare providers, and media representatives;
10. Responds to public and client inquiries, interviews, and complaints, and maintains current knowledge of federal and state childcare regulations to identify operational impacts and ensure departmental compliance;
11. Travels regularly for meetings, site visits, trainings, and conferences, while representing the department in coalitions and public convenings, including the Dutchess Childcare Early Childhood Coalition Council.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of childcare services, federal and state policies and procedures concerning the provision of childcare services; knowledge of departmental procedures for providing childcare and family services; knowledge of grant writing and contract management; knowledge of a variety of Microsoft Office tools, including Word, Excel,

Access, and Teams to prepare complex reports; skill in mediating concerns from clients, providers, and staff, responding to complaints, and managing sensitive issues professionally; skill in identifying program gaps, evaluating service challenges, and implementing solutions to improve childcare access and quality; ability to analyze data, interpret regulations, and develop program procedures; ability to establish and maintain cooperative working relationships with agencies, providers, contractors, internal offices, and the public; ability to design and implement long-term strategies to strengthen countywide childcare systems and improve service accessibility; ability to apply strong interpersonal skills in working collaboratively with staff, providers, partner agencies, and the public; ability to exercise effective leadership in directing, supporting, and guiding program staff; ability to maintain a clear understanding of confidentiality requirements and uphold them when handling sensitive information; ability to communicate effectively both orally and in writing; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Either: (A) Master's degree in Social Work, Public Administration, Human Services, Early Childhood Education, Sociology, Psychology, or a related field, and three (3) years of paid work experience in childcare services, of which two (2) years must involve the coordination or supervision of administrative functions in childcare services;

OR: (B) Bachelor's degree in Social Work, Public Administration, Human Services, Early Childhood Education, Sociology, Psychology, or a related field and four (4) years of paid work experience as described in (A);

OR: (C) An equivalent combination of education, training, and experience between the limits of (A) and (B) above.

NOTE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

SPECIAL REQUIREMENTS:

Possession of a valid Driver License to operate a motor vehicle in New York State at the time of application, and to maintain the position.

OFFICIAL USE ONLY:

COUNTY BARGANING UNIT: CSEA	**JURISDICTIONAL CLASSIFICATION: COMPETITIVE**
COUNTY GRADE: 17	**COUNTY FLSA Code: OT EXEMPT**
REVISION HISTORY:	