



Job Description

Job Title: Child Care Resource and Referral Regional Director (Grade 39)

Department: Child Care Resource and Referral - Iowa

Supervisor's Title: Operations Manager

1. General Purpose of the Job: Responsible for the overall management and provision of consistent, high quality services to parents, child care providers, and communities in regional service area through the Child Care Resource and Referral program.
2. Minimum Level of Education/Experience Required: Bachelor's degree in Business, Management, or closely related field, and five years experience providing organizational leadership, management, and staff supervision. Requires familiarity with common microcomputer applications to include database programs, spreadsheets, and word processing.
3. License or Certificate Required:
 - A. Valid Iowa or Illinois driver's license
 - B. Proof of current automobile insurance
4. Primary Duties and Responsibilities:
 - A. Promote all Child Care Resource and Referral services
 - B. Oversee and monitor contractual compliance in provision of services ensuring all program regulations are met
 - C. Prepare grants and budgets
 - D. Monitor expenditures and work with fiscal department to implement any adjustments or initiate requests for state approved amendments
 - E. Directly supervise assigned staff while having overall responsibility for direction of all regional staff
 - F. Represent agency on committees and task forces at state and local level
 - G. Ensure location of staff across service area effectively meets service delivery requirements
 - H. Oversee annual completion of program evaluation to determine program effectiveness
 - I. Participate in additional evaluation efforts as requested by Department
 - J. Complete 2 hours of child abuse training within 30 days of hire and every 5 years thereafter
 - K. Participate in CCR&R State Network by attending trainings, seeking consensus for statewide solutions, and achieving approved NACCRRRA Quality Assurance indicators for program
 - L. Adhere to all requirements regarding parent and provider services

5. Physical Demands:

A. Approximate amount of on-the-job work time spent in the following activities:

	Rarely or Never	Up to 1/3	1/3 to 2/3	2/3 and More
Stand			X	
Walk			X	
Sit				X
Use hands to finger, handle, or touch				X
Reach above shoulders	X			
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk or hear				X
Taste or smell	X			
Use foot/feet to operate machinery	X			

B. Approximate amount of force to be exerted or weight lifted:

	Rarely or Never	Up to 1/3	1/3 to 2/3	2/3 and More
Up to 10 Pounds			X	
Up to 25 Pounds		X		
Up to 50 Pounds	X			
Up to 100 Pounds	X			
More than 100 Pounds	X			

Describe the specific job duties that require the physical demands selected above:

Filing, computer usage, phone usage, travel within assigned area, as well as travel to state meetings

6. Tools/Equipment Used:

	Rarely or Never	Up to 1/3	1/3 to 2/3	2/3 and More
Office Equipment				X
Computer				X
Motor Vehicle Operation			X	

7. Work Environment:

A. Approximate amount of exposure to the following environmental conditions:

	Rarely or Never	Up to 1/3	1/3 to 2/3	2/3 and More
Wet/humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Risk of electrical shock	X			
Vibration	X			
Work/job related travel			X	

B. Amount of noise typical for the work environment for this job: Moderate levels of noise, typical to office environment and outside travel.

C. Describe the specific job duties that are affected by the environmental conditions selected above: Travel within assigned area and periodic state meetings

8. Protective Clothing/Equipment Required:

Not applicable

9. Supervisory Responsibilities: Supervises Program Services Supervisor, Child Care Consultant Supervisor, CACFP Program Manager

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Employee Signature

Date

Job Description Last Reviewed: 3/7/2017 By: MAH