

**VACANCY ANNOUNCEMENT**

**Job Title: Contracts Administrator – Child Care**

**Opening Date:**

**Department: Contracts**

**Job Code: Professional**

**FLSA Status: Full-Time / Monday – Friday; 8:00 am – 5:00 pm / Exempt**

**Salary Level/Range:**

le for ensuring efficient and effective service delivery through strategic planning, implementation, and the administration of the child care services and other programs. This position will promote cooperation and collaboration through effective channels of communication ensuring program compliance and outcomes are within grant and budgetary guidelines. This position provides guidance and direction to support the integration and delivery of a range of child care related services in compliance with the Board, State and Federal guidelines.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** This job description is intended to identify the essential functions of a position and should not be interpreted as all-inclusive. The employee may be required to perform or assume additional job-related responsibilities other than those stated in this job description.

- A. Manages implementation and delivery of child care related programs and services in order to meet program outcomes.
- B. Works in conjunction with the child care contractors, partners and the community to understand common workforce needs related to child care and develop strategies for meeting those needs.
- C. Develops and administers implementation of program plan, budget and policies based upon grant requirements and other Board, state, federal and/or funding guidelines.
- D. Establishes and develops program guidelines, goals, objectives, policies/procedures, schedules, priorities and standards for achieving child care related outcomes.
- E. Monitors, coordinates, and assesses all child care related program activities and initiatives to ensure program compliance and accountability.
- F. Reviews and evaluates data on service delivery system methods, activities and outcomes for identifying gaps and potential solutions.
- G. Prepares descriptive and analytical reports and other written communications for internal/external presentations.
- H. Maintains current knowledge of WFSDallas operations, Texas Workforce Commission regulations, directives, and policy guidance necessary to design and deliver effective child care program services.
- I. Conducts and/or assists with negotiations and development of contracts and amendments, including the statement of work, budget, and performance outcomes.
- J. Develops partnerships with local public and private entities to secure match funds.

**SUPERVISORY RESPONSIBILITIES:** This position may have supervisory responsibilities. The Contract Administrator-Child Care is responsible to the Vice President and works within established Workforce Solutions, State, Federal and local guidelines and regulations. Work is performed under general supervision and guidance and is subject to prior assignment and review.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Bachelor's Degree from four-year university or college in Early Childhood Education, Business, Public Administration, the Social Sciences, Social Work, Sociology, or a related field. Three - Five years full-time experience in child care related program, management, evaluation, monitoring, and training; OR in the delivery of child care or early education learning programs. Experience in fiscal and administrative management procedures; knowledge and ability to interpret local, state, and federal guidelines for; and experience in analyzing program results and implementing corrective actions. Knowledgeable of federal and state programs: Child Care Services, WIOA, TANF, SNAP, Wagner Peyser Employment Services, and others.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to effectively write reports, business correspondence, and procedural manuals. Ability to effectively present and communicate information to management, public groups, and/or boards of directors.

**MATHEMATICAL SKILLS:** Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plain and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS and ABILITIES:** Knowledge of principles and practices of relevant Federal, State, and local laws, rules and regulations; evaluation techniques and procedures; labor market functioning, local economic and social conditions, and the legal and administrative functioning of local educational, training, private industry, and social service organizations. Ability to interpret and make decisions in accordance with existing laws, rules, and regulations; handle delicate and controversial negotiations and still maintain effective working relationships with parties to the negotiations; communicate at a highly professional level in both oral and written forms; prepare complex documents, manage time and organize work to meet agency and legal deadlines; computer skills in various software programs for the production of spreadsheets and correspondence.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

**TRAVEL:** Due to the nature of job, travel will be required approximately 20-30% of work time. Must possess own method of transportation.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

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To apply: Fax (214-745-1110), email ([bstein@wfsdallas.com](mailto:bstein@wfsdallas.com)) or mail letter of application, resume and salary requirement to: Workforce Solution Greater Dallas, ATTN: H.R. Department, 500 N. Akard Street, Suite 3030, Dallas, TX 75201. You may also apply via [www.workintexas.com](http://www.workintexas.com) **Job Number 15449430**. Applicants who are invited to interview for the position will be required to also complete an employment application. Information contained in resumes and letters of application is subject to verification by Workforce Solutions Greater Dallas. Workforce Solutions Greater Dallas is an EEO/AA/Drug Free Workplace Employer and complies fully with the Americans with Disabilities Act (ADA). Auxiliary aids and services are available upon request to individuals with disabilities.