

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 3208

**TITLE:** CHILD CARE PROGRAM ADMINISTRATOR I

**GRADE:** S-27

**DEFINITION:**

Under general direction, directs the long-range planning, operation, and management of a small division of moderate diversity; or assists the head of a major division with the overall planning, directing, and supervision of the activities of the division; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

The Child Care Program Administrator I class is distinguished from the Child Care Program Administrator II class in that the Administrator I directs the long-range planning, operation, and management of a small division of moderate diversity; or assists the head of a major division with the overall planning, directing, and supervision of the activities of the division; whereas, the Administrator II plans, directs, and implements agency and County-wide child care strategies, programs, and services.

**ILLUSTRATIVE DUTIES:**

Directs or assists with the development and implementation of policy and procedures within the division relating to child care facility standards, program registration, fee schedules, billing, training, and/or eligibility;

Directs or assists with the hiring, staffing and supervision of all branches and programs within the division;

Directs or assists with planning for children with special needs and program requirements;

Develops and implements plans for program evaluation;

Directs or assists with preparation of the division budget and monitors division expenditures;

Conducts needs assessments to determine community needs for services;

Coordinates within the Office for Children and with other County agencies and service providers to formulate strategies and long-range plans to provide services for children;

Coordinates expansion plans with other involved County and community based organizations;

Maintains cooperative relationships with other County agencies, service providers, and community based organizations;

Attends meetings with subcommittees of the Child Care Advisory Council and other advisory groups/committees as appropriate;

Provides a public relations liaison with local, state, and national child care groups.

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**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Extensive knowledge of day care administration and child/family development programs;

Demonstrated skills in needs assessment and strategic planning;

Excellent skills in oral and written communication;

Demonstrated ability to train and monitor the activities of a large group of child care professionals;

Ability to plan and implement program evaluation plans.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to:

Graduation from an accredited four year college or university with a degree in Early Childhood Education, Psychology, Social Work, or a closely related field; PLUS

Four years of professional experience in child care administration, early childhood education, or related human service administration; A Master's degree may be substituted for one year of the required experience.

**CERTIFICATES AND LICENSES REQUIRED:**

Not applicable.

REFORMATTED/REVISED: December 3, 2007  
REVISION OF EMPLOYMENT STANDARDS ONLY: December 8, 1992  
ESTABLISHED: August 7, 1989