



POSITION ANNOUNCEMENT

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State Superintendent of Schools

Office of Human Resources · 200 West Baltimore Street · Baltimore, MD 21201 · 410-767-0019 · 410-333-3045 TTY/TDD

DIVISION OF EARLY CHILDHOOD

January 25, 2019

CHILD CARE SUBSIDY BRANCH

POSITION TITLE: Staff Specialist IV, Lead Childcare Subsidy Quality Assurance Manager

POSITION NUMBER: 039550 Jobaps # 19-005292-0001

SALARY: Grade 19 Standard Salary Schedule
\$54,257 - \$79,253

LOCATION: 200 West Baltimore Street
Baltimore, Maryland 21201

NATURE OF WORK: This is a lead professional position responsible for assisting with the management of the Office of Child Care – Child Care Subsidy Branch and for providing lead assistance for drafting regulations and policy, providing technical assistance to social services and monitoring oversight of program performance.

DUTIES AND RESPONSIBILITIES: Provides lead technical assistance for analyzing, interpreting & developing regulations, policies & statutes; prepares annual reports; supervises staff & assigns, schedules & executes work related to program monitoring, the Child Care Automated Tracking Systems (CCATS), & correspondence to stakeholders; oversees & conducts training for local departments of social services & the approved vendor for Child Care Subsidy services; manages quality procedures, progress & financial resources; recommends improvements & initiates changes; develops & monitors productive relationships with constituents; represents department on various task forces & committees.

MINIMUM QUALIFICATIONS: **EDUCATION:** A Master’s Degree or equivalent 36 post baccalaureate credit hours of course work in Education, Education Administration/Supervision, Public Administration or a closely related field.

EXPERIENCE: Four (4) years of professional administrative experience working with child care, child care subsidy program rules & regulations or a related area. Testing child care subsidy enhancements for (CCATS). Drafting of policies, procedures & practices for child care subsidy programs & providing training. Determining child care subsidy eligibility. Two (2) years supervisory experience required; overseeing eligibility determination specialists preferred.

NOTE: Additional experience directly related to the position may be substituted for the education requirement on a year-to-year basis for up to six years.

ESSENTIAL REQUIREMENTS: Knowledge of child care subsidy or similar programs; knowledge of CCATS or similar Tracking Systems; skill in program evaluation & improvement regarding policy & procedures; skill managing multiple tasks & projects; skill developing & initiating policies & procedures & presenting recommendations clearly & concisely; ability to exercise good judgment & discretion with the interpretation & application of division policies & procedures; ability to establish & maintain effective working relationships with various levels of staff & the public; ability to communicate effectively both verbally & in writing; ability to exercise leadership, initiative & sound judgment in making decisions.

PROCEDURE FOR APPLICATION:

To apply for this position online go to [MSDE Jobs on JobAps](#) (or complete an MSDE Application on marylandpublicschools.org). On-line applications (and resumes) are the preferred method for receiving your application/attachments. Using this method will allow applicants to access their documents for future recruitments for which they apply and verify that the appropriate documents (resume-credentials) have been attached to the recruitment that requires them. Applicants must include their resume and provide sufficient information on the application to document that they satisfy the minimum qualifications for this recruitment. Please do not put "See Resume" in the job duties section of your application; your application will not be considered.

If you utilize fax or regular mail as the option to submit required attachments, you will need to resubmit these documents each time you apply for a new position that requires the attachments. Additionally, you must include the following information on each page of the attachment you submit in order to ensure that we append the attachments to the correct recruitment: First and Last Name, Recruitment Number, and the last 4 digits of your SS# and indicate application for - **Staff Specialist IV, Lead Childcare Subsidy Quality Assurance Manager - Division of Early Childhood, Child Care Subsidy Branch - Position # 039550, Jobaps # 19-005292-0001**. Mailing Address: Maryland State Department of Education, Office of Human Resources, 200 West Baltimore Street, Baltimore, Maryland 21201. Fax: 410-333-8950 – This fax number is for Department of Education recruitment actions only.

If you have difficulty with your user account or have general questions about this online application system, please contact the MD Department of Budget and Management, Recruitment and Examination Division at 410-767-4850. For inquiries or an MSDE Application, contact 410-767-0019 or TTY/TDD 410-333-3045 or visit our website at <http://www.marylandpublicschools.org/>.

Appropriate accommodations for individuals with disabilities available upon request

CONDITIONS OF EMPLOYMENT:

Proof of eligibility to work in compliance with the Immigration Reform and Control Act and possible travel throughout the State are required. Any misrepresentation of academic or experience requirements for this position may result in non-selection or termination of employment.

CLOSING DATE:

For immediate consideration submit your application by **February 8, 2019 – Open Until Filled.**