



DEPARTMENT OF FAMILY SUPPORT AND SERVICES

JOB OPPORTUNITY

Title: Deputy Commissioner – Children Services Division

Vacancies: 1

Salary Range for Position - \$109,008 to \$118,020

DESCRIPTION

Provide oversight, leadership in the planning, design, implementation, and evaluation of all components of Head Start/Early Head, Childcare Partnership, state and local funding related to Early Childhood for the City of Chicago, Department of Family and Support Services (DFSS). Represent agency in local, regional and national communities to promote sound organizational and management innovations.

ESSENTIAL DUTIES

- **Leadership (50%)**
 - Oversight of \$200 million plus grant which requires knowledge of regulatory requirements related to all program and administrative areas of the grant.
 - Lead innovation at all levels and articulates complex early childhood information and systems to a myriad of audiences.
 - Facilitate the implementation of a braided funding model of early childhood programming for the City.
 - Hire, coach, and develop the performance of departmental employees, consultants involved in data monitoring, enrollment (ERSEA), governance, disabilities, health and safety and all areas related to the Head Start/Early Head Start Performance Measures.
- **Systems Evaluation (30%)**
 - Maintain an overview of the division to assure that all program, services, and systems are developed in accordance with the Head Start Performance Standards, integrated across funding streams, and congruent with departmental and City-wide organizational philosophy, mission and goals.
 - Ensure consistency in service delivery across program with attention to inclusive practices, integration of all component of service, and encourage continuous improvement of systems.
 - Participate in the design of internal systems and policies that support missions and goals related to Early Childhood.
 - Oversee the community assessment process and respond to outcomes by incorporating change to improve results.

- **Advocacy and Public Relations (10%)**

- Establish and maintain effective working relationships with the members of the CCUO, the Parent Policy council and all of the Early Childhood delegate agencies and other partners.
- Provide formal presentations to parents, staff, policy committees, community groups, funding sources, local, state and national elected officials related to early childhood education.
- Provide written correspondence, issue papers, memos, and grant application materials to generate revenue, and disseminate general information and education materials.
- Establish a close working relationship with the Mayor's Office, Regional and Federal Health and Human Services Department, State, Chicago Public Schools and other partners to disseminate and exchange information.

- **Budgets and Grants (10%)**

- Oversee the efforts of staff, delegate agencies and partners in the monitoring and control of complex budgets and financial systems.
- Identify collaboration when needed for future expansion and partnerships for the families and children participating in the Early Childhood Programming.
- Ensure compliance to all City, State and Federal regulations governing funding overseen by the division.
- Performs related duties as required.

QUALIFICATIONS

- Master's Degree and a minimum of 15+ years of Early Childhood programmatic and/or administrative experience.
- A minimum of 10 years' experience in administration, including knowledge of state and local licensing requirements, Head Start Performance Standards.
- Strong leadership and management skills.
- Experience with management and oversight of complex budgets and financial systems with an emphasis on performance related standards or goals.
- Previous experience with management of 10+ staff.
- Knowledge of best practices and systems in the field of early childhood.
- Working knowledge of local community needs and resources.
- Excellent oral and written communication skills.
- Intermediate to advanced computer skills, internet and email;

KNOWLEDGE, SKILLS AND ABILITIES

- Sustained concentration and ability to handle multiple tasks, often simultaneously.
- Significant problem solving skills.
- Ability to directly assess the performance of program supervisors and consultants.
- Ability to handle highly stressful and sensitive situations in a professional manner.
- Ability to interpret and implement complex policies and regulations.
- Ability to work independently and maintain professional boundaries and confidentiality.
- Ability to exercise tact and discretion in all employee interactions.
- Strong organization and time management skills, ability to meet tight deadlines.

Note: You must provide your transcripts or diploma, professional license, or training certificates at time of processing, if applicable. You must also provide your valid U.S. driver's license at time of processing.

Education & Employment Verification: Please be advised that if you are selected to be hired you must provide, upon request, adequate information regarding your educational and employment history.

Evaluation: Your initial evaluation will be based on information provided on your resume and

documents submitted. No second party applicants will be accepted.

Residency Requirement: An employee must be an actual resident of the City of Chicago. Proof of residency will be required at the time of employment.

If you would like to request a reasonable accommodation due to disability or pregnancy in order to participate in the application process, please contact the City of Chicago, Department of Human Resources, at 312-744-4976 (voice) or 312-744-5035 (TTY). Please be prepared to provide information in support of your reasonable accommodation request.

The City of Chicago is an Equal Opportunity and Military Friendly Employer

If you are interested in being considered for this position, you must email your resume to the following:

DFSSHumanResources@Cityofchicago.org

Deadline to submit your resume/qualifications is Friday, March 11, 2016