



## Childcare Administrator

### Position Description

**Position Title:** Childcare Administrator  
**FLSA Status:** Non-Exempt (Eligible for Overtime)  
**Reports To:** Recreation Superintendent  
**Department:** Recreation & Parks  
**Salary:** \$48,424 – \$68,290 (2024)  
**Civil Service Status:** Classified  
**Revision Date:** 06/11/2024

#### **Purpose of Work:**

Under the direction of the Recreation Superintendent, performs a variety of administrative and communication functions in support of childcare programming, including Jeffrey Summer Camp, BACpack, Jeffrey Mansion Preschool, SOCO, and other recreational programs.

#### **Responsibilities:**

1. Manages program enrollment processes for childcare programs, including participant paperwork, new participant registration, and waitlists
2. Processes and records payments for all childcare program tuition
3. Communicates with families regarding key dates, deadlines, schedules, and payment processing
4. Maintains program participant rosters, including planned and unplanned absences, communicating with families and program staff as needed
5. Provides general customer service for participant families, answering basic program questions and escalating complex inquiries as appropriate
6. Provides general administrative and clerical support to other recreation or City programs, as assigned.
7. Other duties as assigned.

#### **Supervisory Responsibilities:**

None

**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, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

1. High school diploma plus one year of experience in an administrative support role  
OR combination of equivalent experience

**Language Skills:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the City.

**Mathematical Skills:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability:**

Ability to interpret and follow detailed but uncomplicated written or oral instructions. Ability to deal with problems involving a limited number of distinct tasks and functions in standardized situations.

**Computer Skills:**

Knowledge of internet software; spreadsheet software and word processing software.

**Interpersonal Skills**

Must demonstrate positive management, communication, leadership and motivational skills. Maintains composure and professionalism under pressure. Sensitive to deadlines and completes work accurately and effectively in a timely manner.

**Certificates, Licenses, Registrations:**

None

**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 talk or hear. The employee is occasionally required to sit, stand, walk, use hands to finger, handle or feel and reach with hands and arms. The employee must routinely lift and/or move up to

50 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

**Work Environment:**

The work environment characteristics 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.