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**Job Title:** Contract Manager Child Care Contracts  
**Job Type:** Regular, Full-Time  
**Salary:** \$58,000 - \$60,000  
**Reports to:** COO

**Date:** 05/02/2024  
**FLSA Status:** Exempt  
**Salary Group:** B-20  
**WIT JPID:** 16573672

To learn more, go to [www.wfscapitalarea.com/joinourteam](http://www.wfscapitalarea.com/joinourteam). Apply online at [www.workintexas.com](http://www.workintexas.com) (Job posting: 16573672), then email your résumé & cover letter to [HR@wfscapitalarea.com](mailto:HR@wfscapitalarea.com).

### ORGANIZATION AND PURPOSE

Workforce Solutions Capital Area is a non-profit organization that connects people to jobs. We are a recognized leader in workforce development. Our reputation is built upon collaboration, accountability, and innovation.

This mission of Workforce Solutions Capital Area is to lead the region's workforce development system in support of a world-class workforce. We believe that training and education aligned to the needs of local employers are the foundation of a competitive workforce. We utilize a strategic approach to workforce development, based on analytics, to ensure that programs and services meet the needs of job seekers and employers.

### GENERAL DESCRIPTION

Manages the child care contracts. Provides technical assistance, from the planning through the evaluation stages, to child care contractors to ensure continuous quality improvement. Work involves managing financial allocations; forecasting expenditures; establishing short-term goals and objectives; developing guidelines, policies, and procedures; developing schedules, priorities, and standards for achieving established goals; coordinating and evaluating program activities; and developing and evaluating budget requests. Works under limited supervision with moderate latitude for the use of initiative and independent judgment. Reports to the Senior Director of Quality Child Care Initiatives.

### EXAMPLES OF WORK PERFORMED

- Develops, negotiates, and manages child care contracts ensuring contractual obligations are met and addressing any issues that arise.
- Prepares documents for all Local Match agreements and Quality contracts with Local Partner agencies.
- Project manages the on-going performance and contract deliverables for child care quality-related contracts.
- Develops service improvement plans as necessary. Works with the child care contractor and community partners to resolve findings.
- Reviews and approves waivers regarding children with disabilities and licensing requirements for providers.
- Prepares and distributes the Quarterly Provider Newsletter.
- Plans and conducts the Quarterly Provider Meetings in coordination with child care contractor.
- Secures matching funds, as outlined in TWC child care rules.
- Prepares and manages multiple budgets and forecasts expenditures.

- Provides technical assistance and quality assurance on program services.
- Identifies needed areas of change and makes recommendations to improve and streamline operations.
- Develops, implements, coordinates, reviews, and evaluates policies and procedures.
- Coordinates with other entities, including local municipalities, to incorporate other funding sources and clients.
- Ensures compliance with applicable laws, regulations, policies, agreements, and statements of work.
- Reviews and evaluates information on service delivery system methods, outputs, and activities in order to identify gaps in resources and recommend improvements.
- Prepares and assists in procurement and contract writing.
- Works with the contractor staff in determining trends and resolving technical problems.
- Researches and takes appropriate action on customer complaints and provides guidance to contractor in effective resolutions and serve as point of contact for appeals process.
- May review case histories to evaluate the effectiveness of standards and policies in serving clients.
- Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Graduation from an accredited college or university with a bachelor's degree in public administration, education, social work, or a related field. Experience in managing public child care subsidy programs, program planning, evaluation, and contract and financial management. Prefer five years progressively responsible experience. Related experience and education may be substituted for one another.

### **Knowledge, Skills, and Abilities**

- Knowledge of laws, regulations and procedures relating to the child care subsidy program.
- Ability to manage financial allocations, prepare budgets and forecast expenditures.
- Ability to direct and organize program activities; to establish program goals and objectives that support the mission of Workforce Solutions; to identify problems, evaluate alternatives, and implement effective solutions; to develop and evaluate policies and procedures; to communicate effectively; and to plan, assign, and supervise the work of others.
- Ability to evaluate fiscal and program operations, collect and analyze data, devise solutions to problems and prepare clear and concise reports.
- Ability to communicate both orally and in writing to diverse audiences.

### **Registration, Certification, or Licensure**

- Must possess a valid driver's license and have access to reliable transportation. Local, in-state and out-of-state travel required.
- Must be legally eligible for employment in the United States.
- May be subject to a background check (verification of education, employment, references and criminal background)

## **WORKFORCE SOLUTIONS CAPITAL AREA OFFERS A COMPREHENSIVE BENEFITS PACKAGE, INCLUDING:**

- Medical, dental, and vision insurance.
- Paid life insurance (Employee/Spouse/Child), long term disability (LTD), and AD&D.
- Supplemental life insurance option (Employee/Spouse/Child).

- Medical and dependent care Flexible Spending Accounts (FSA).
- 401(k) Savings and Investment Plan with company 4% Safe Harbor Contribution.
- Flexible paid time off (accrued vacation and sick leave).
- Paid parental extended leave.
- Paid professional development budget.
- Paid Employee Assistance Program (EAP).