



JOB ANNOUNCEMENT

EXECUTIVE II November 8, 2018

The **Children's Division (CD)** is seeking applications for an opening in the **Child Care Provider Relations Unit (CCPRU)** located in **Central Office (Cole County)**

This is professional supervisory and general administrative work involving a variety of business management or support service functions, such as procurement and supply, maintenance, fiscal controls, accounting and/or program activities of considerable scope and complexity. Responsibilities require initiative and independent judgment in devising and installing new work methods in applying complex rules, procedures, and regulations. The duties of this job include:

Supervising the Child Care Provider Relations Unit.

Assist with the development and implementation of consistent policy and procedures.

Act as the agency expert on child care provider registrations and contracts.

Oversee the determination on child care provider eligibility for rate differentials.

Assist with audit file reviews.

Other duties involved with this position including, but are not limited to the list above.

MORE INFORMATION: The CCPRU is responsible for accepting and processing child care registration information on potential child care providers in the state, processing child care payments made through the Children's Division and the Family Support Division's payment systems, facilitating payment resolutions on behalf of child care providers, and working with local CD and FSD offices on child care authorization problems. The Executive II will be responsible for daily job assignments, monitoring caseload distribution, preparing job expectations and conducting yearly Employee Performance Appraisals.

Candidates for this position:

- Must possess exceptional interpersonal and enjoy working with the general public.
- Must be motivated, self-directed and able to work both with a team and independently.
- Have exceptional organizational and customer service skills.
- Must possess strong supervisory skills and the ability to organize work in a busy work environment.

The Executive II position reports directly to the Social Services Manager but may receive assignments from the Assistant to the Director of the ECPS section.

EXPERIENCE AND EDUCATION

One or more years of experience as an Executive I, Accountant I, or Supply Manager I with the Missouri Uniform Classification and Pay System; and possession of a high school diploma or proof of high school equivalency.

OR

A Bachelor's degree from an accredited college or university with a minimum of 15 earned credit hours in one or a combination of the following: Accounting, Public or Business Administration, or a closely related field;

and,

One or more years of professional or technical experience in the administration of fiscal or budgetary controls, procurement, accounting or bookkeeping, or closely related areas.

(24 earned graduate credit hours from an accredited college or university in the specified areas may substitute for the required experience.)

(Clerical experience in fiscal or budgetary controls, procurement, accounting or bookkeeping, or closely related areas will substitute on a year-for-year basis for the first two years of college; experience in the areas listed above in a supervisory or semi-technical capacity (at or above the level of a Senior Office Support Assistant, Account Clerk II, or Storekeeper I) may substitute on a year-for-year basis for deficiencies in the required college education.)

SALARY RANGE: \$1,485.00 – \$1,538.50 semi-monthly

TO APPLY: Qualified applicants who are interested in applying for this position should send a completed DSS application (<https://dss.mo.gov/hrc/pdf/mo886-1315.pdf>) and transcripts (if applicable) to Erin Borgmeyer at Erin.R.Borgmeyer@dss.mo.gov by 5:00 pm on November 27, 2018. You can also contact Erin at 573-751-6793.

RECRUITMENT AREA: Accepting from qualified applicants

APPLICATION DEADLINE: November 27, 2018

DSS IS AN EQUAL OPPORTUNITY EMPLOYER