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<b>Job Title</b>	Director of QUALITYstarsNY Systems and Administration
<b>PVN ID</b>	VA-2402-006153
<b>Category</b>	Managerial and Professional
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS

**Department**

<b>Status</b>	Full Time
<b>Annual Salary</b>	\$87,000.00 - \$92,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Dec 06, 2024 (Or Until Filled)

## General Description

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Children need to spend their most critical years with dedicated, educated, trained, and well-compensated individuals in order to thrive. The New York Early Childhood Professional Development Institute leads the work to establish and implement an early childhood workforce system to ensure funding, standards and competencies, career development resources, qualifications and credentials, professional development (training and strengths-based coaching), and program quality assurance and improvement for individuals who work with young children throughout New York. Housed at the City University of New York, the Institute is a fast-paced, dynamic public/private partnership that is committed to the early childhood workforce across New York State.

The Institute is the implementing agency for QUALITYstarsNY. QUALITYstarsNY is New York's early childhood quality rating and improvement system. Since its inception, QUALITYstarsNY has focused its evidence-based practices on ensuring high quality educational opportunities for all of New York's youngest learners. Through a combination of assessment, coaching, professional development, and a wide range of resources, QUALITYstarsNY supports early childhood programs to provide the best possible care and education for children from birth to age five.

### GENERAL DESCRIPTION

The Director of Systems and Administration plays a key role in the implementation of QUALITYstarsNY. This position works closely with all members of the QUALITYstarsNY team and colleagues at the Institute, to establish project priorities, develop plans and ensure goals are implemented effectively and in a timely manner. This position supports the Senior Director in monitoring and ensuring accountability of budgets and supports the data systems within QUALITYstarsNY. This position reports to the QUALITYstarsNY Senior Director and undertakes additional assignments at the discretion of the Senior Director and the Institute's Executive Director. This position acts in the Senior Director's absence to ensure continuity of programming. The Director of Systems and Administration supervises a management team of the Data Systems and Rating Manager and the Senior Project Associate(s).

### DUTIES AND RESPONSIBILITIES

## Leadership & Supervision

- Working with Institute administrative leadership, supervise budgetary systems and accountability measures to ensure appropriate and allowable spending of state, federal, and private funds, including contracts.
- Lead the data systems team to develop and implement improvements to the database system(s), including management of external data system developers and coordination with internal data system developers. Supervise revisions of technical manuals and resources for staff and participants.
- Supervise and support key administrative and data systems positions to ensure success in carrying out their roles and responsibilities.
- Lead and plan for ongoing meetings with key stakeholders, partners, and other agencies or organizations.
- Support Senior Director to manage various projects, including coordination with staff and key stakeholders.

## Management & Monitoring

- Manage and supervise project operations, including developing and maintaining policies and procedures to strengthen the comprehensive statewide infrastructure.
- Manage the development, implementation, and monitoring of quality control systems to ensure accountability for contract and grant deliverables, including documentation, tracking, and data analysis.
- Monitor statewide recruitment efforts and systems for enrollment to maintain participation capacity.
- Monitor workflow within the databases to ensure all users, including participating programs, have access to a fully functional system.
- In collaboration with Director of Quality Improvement, monitor the distribution of quality improvement funds and scholarships for participating programs, including tracking and reporting.
- Collect and analyze data to inform and strengthen practices that align with state and local priorities.
- Perform data analysis and write reports that describe progress toward project goals, outcomes, and impact.

## Communication & Partnerships

- Plan for, attend and contribute to program planning meetings and the development of the annual program goals and calendar.
- Maintain efficient and organized records and files for the operation of QUALITYstarsNY.
- Engage in building relationships with key stakeholders, representing and promoting the work of QUALITYstarsNY locally, across the state, and nationally at various events, trainings, and meetings.
- Assist Senior Director in responding to requests from researchers, policymakers and the public at-large.
- Maintain confidentiality as required by the project or as directed by supervisors.

## Other Duties

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- Attend staff meetings and trainings as required.
- Perform special projects and other duties as assigned.

## Qualifications

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## **Minimum Qualifications**

- A Master's Degree in public administration (MPA), public policy, early childhood education or a related field of study.
- The equivalent of 5 or more years in a leadership role, with project or program management work experience in early childhood education or related field.
- Experience managing budgets across multiple funding sources.
- Strong managerial and supervisory skills to motivate the team to accomplish goals in an effective and timely manner.
- Ability to develop, implement, and evaluate complex systems with integrity, efficiency, and accuracy.
- Excellent and effective oral and written communication skills, including ability to facilitate training and presentations.
- Proficiency in Microsoft365, intermediate to advanced skills using Microsoft Excel, and general fluency with various technology tools and platforms.

## **Other Qualifications**

- Innovative
- Flexible
- Strong interpersonal communication skills
- Comfortable with competing and shifting priorities
- Sound judgment and decision making

## **Physical Requirements**

- This position is located in a professional office environment in Brooklyn, NY and is currently hybrid, working 70% in person (7 days) in office and 30% remote (3 days) during every two-week payroll. A laptop may be provided if needed to support working remotely. This role routinely uses standard office equipment such as personal computers, laptops, tablets, smart phones, photocopiers, filing cabinets and presentation equipment.
- While performing these duties, the employee is required to perform physical activities such as, but not limited to, lifting items (up to 20 pounds), bending, reaching, and sitting for prolonged periods of time. Reasonable accommodations will be made for employees with disabilities or other needs per RFCUNY policies.
- Ability to travel to various QUALITYstarsNY locations, and other agencies/partners locally and across the state as needed.

## **How to Apply**

Provide a resume and cover letter specifying your qualifications, experience, and interest relevant to this position.