

INTERNATIONAL INSTITUTE OF LOS ANGELES

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Los Angeles, CA 90031
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JOB DESCRIPTION

JOB TITLE: Alternative Payment Programs Director [X] Exempt [] Non-Exempt

PURPOSE AND BASIC FUNCTION:

Under the direct supervision of the Child Development Division Director, the Director of the Alternative Payment Programs is responsible for oversight of all of the Alternative Payment Programs, quality assurance, contract compliance, external relations and staff development.

ESSENTIAL DUTIES & RESPONSIBILITIES – include the following but additional duties may be assigned:

1. Manage and supervise the overall operations of AP Programs.
2. Ensures quality service delivery and compliance of all subsidized contracts.
3. Oversee all program audits, including agency wide audit and audits by funders.
4. Oversee the implementation of all new and existing regulations.
5. Manage and control the budget and ensure that maximum child care dollars are expended in each contract.
6. Monitor programs to ensure implementation/completion of the Desired Results Standards and the Contract Monitoring Review process to comply with the California Department of Education and L.A. County requirements.
7. Responsible to prepare and submit required reports in an accurate and timely manner and alert President and Vice President if child care dollars will be under budget in a timely manner.
8. Recruit, employ, train, supervise and evaluate staff competencies in accordance with agency policies, procedures and regulations as established by the California Department of Education and L.A. County.
9. Prepare, implement and monitor annual budget for the division, including monthly monitoring of spending and earnings for the division.
10. Maintain cohesive work relationships among department staff to ensure successful implementation of program goals.
11. Ensure timely submissions of all program reports to funders and the Child Care Alliance.
12. Attend conferences, trainings and other meetings related to program issues.

REQUIREMENTS:

Must have a bachelor's degree from an accredited college or university in human services, child development, early childhood education, education, education administration, or public administration/management; minimum of three years experience in Alternative Payment Programs; excellent interpersonal and leadership skills; ability to deal with administrative issues in a positive, unbiased and ethical manner; ability to make major, independent decisions in a sound manner. Must possess own transportation, have a valid California Driver's License and current automobile insurance.