

**Town of Rutland, Massachusetts
Job Description**

Position Title:	Director of Safe Place	Grade Level:	MTP 3
Department	Safe Place	Date:	Aug. 7, 2017
Reports to:	Town Administrator	FLSA Status	Exempt

Statement of Duties: The Director of Safe Place is responsible for the development and administration of town-wide, self-funded before and after-school programs including the management of facilities, maintenance of state licensure of the Safe Programs at the Naquag Elementary School and the Club House at Glenwood Elementary School and overall coordination of programming for participants. The employee is required to perform all similar or related duties.

Supervision Required: Under the administrative direction of the Town Administrator and the policy oversight of the Board of Selectmen; the employee plans and carries out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing the work activities, including determining the work methods. The employee is expected to solve through experienced judgment most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily the employee plans the work, lays it out and carries it through to completion independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

Supervisory Responsibility: The employee is accountable for the direction and success of programs accomplished through others. Analyzes program objectives, determines work operations, estimates and allocates the financial and staff resources required. Prepares and administers an operating budget. Assists or oversees the personnel function of the department including recommending hiring, developing and implementing employee training, and the disciplining of employees

Employee provides direct supervision over part-time employees who work at different locations throughout the town. The number of employees supervised may change based on program enrollment.

Confidentiality: In accordance with the State Public Records Law, the employee has regular access on a department-wide basis to confidential documents such as employee CORI records, department records and official personnel files.

Judgment: The work requires the employee to examine, analyze and evaluate facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large

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body of policies, practices and precedents which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh the efficiency and relative priority of carrying out duties in conjunction with procedural concerns in decision making.

Complexity: The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

Work Environment: Work is performed in a municipal office setting or school environment with work that requires agility and physical strength in order to lift, pull, push or move department equipment. The employee may be required to work beyond normal business hours in order to meet the needs of the program.

Nature and Purpose of Relationships: Relationships are constantly with co-workers, program participants, the public, groups and/or individuals such as town officials, civic leaders, peers from other organizations, or representatives of professional organizations. The employee serves as a spokesperson or recognized authority of the department in matters of substance or considerable importance. The employee communicates departmental practices, procedures, regulations or guidelines, and may be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

Accountability: Consequences of errors may include missed deadlines, adverse public relations, monetary loss, legal repercussions, labor and/or material costs, jeopardize programs, and danger to public health/safety of program participants.

Occupational Risk: Duties generally do not present occupational risk to the employee. Personal injury could occur, however, through the employee's failure to properly follow safety precautions or procedures when carrying out duties. Examples of personal injury may include but are not limited to bruises from falls or muscular strains from lifting, pushing or carrying department equipment or program related materials.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Primary responsibility for the planning, organization and direction of a school year program including before and after-school programs, and the scheduling of facilities and assignment of department personnel.

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Maintains bi-annual State licensure of the Safe Place Before and After-School Child Care Program at the Naquag and Glenwood Elementary Schools including but not limited to planning and organizing activities and required supplies, the registration of program participants, hiring and supervision of program staff and maintenance of personnel and participant files in accordance with the Commonwealth of Massachusetts Department of Early Education and Care regulations.

Prepares, administers, and monitors the department's annual operating budget including contracts with vendors doing business with the Department and the generation of revenue to pay for the cost of programming, equipment, staff, and facilities required; forecasts funds needed for staff, equipment, materials and supplies.

Coordinates the use and scheduling of all program facilities, and the use of department equipment and maintenance contracts to ensure optimum usage, cleanliness, and safety.

Initiates background record checks in accordance with the Commonwealth of Massachusetts Department of Early Education and Care on all eligible department employees and volunteers.

Responsible for the development of department marketing and promotional materials including flyers/brochures, newsletters and other activity or program-related materials including the placement of advertisement through newsletters to school students, press releases to newspapers, local cable television and flyers to local businesses.

Inspects Town before and after-school childcare facilities for wear and tear and maintenance needs, to ensure for the safe and effective utilization of facilities, and to identify risk management issues.

Researches, prepares and recommends the adoption of short and long range plans to meet the needs of the program.

Conducts regular evaluation of the before and after-school programs including determining cost estimates for personnel and other resources required in order to meet the needs of the program.

Attends Board of Selectmen and other Town meetings as requested.

Recommended Minimum Qualifications

Education and Experience: Position requires a minimum of a Bachelor's degree in Childhood Development, Early Childhood Education, Elementary Education or a related field; elementary teaching certification strongly preferred; three to five (3-5) years of prior management work experience preferably in a municipal setting with at least six (6) months experience working directly with school age children; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

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Special Requirements: Class D Motor Vehicle Operator’s license. Elementary teaching certification strongly preferred. Certification in First Aid/CPR within six (6) months of appointment. CORI certification is required as a condition of employment. Must be at least 21 years of age.

Knowledge, Abilities and Skill

Knowledge: Knowledge of the principles, philosophy and practices of early and/or elementary education programming. Knowledge of the supplies and material requirements for facilities, basic food service/safety requirements; knowledge of the needs and interests of the community and the development and implementation of programs/activities in order to meet those needs. Knowledge of technology such as office software (i.e. word processing and spread sheet applications) web site, and the Internet in support of department activities and operations. Knowledge of the regulations for a before and after-school care program as issued by the Commonwealth of Massachusetts Department of Early Education and Care. Knowledge of State background check rules and regulations.

Abilities: Ability to interact effectively and appropriately with the public and other personnel, assess needs and develop programs to suit the needs and interests of the community. The ability to plan, promote innovative, cost effective programs and to evaluate the effectiveness of services to meet the needs of the community. The ability to develop and implement short and long-term goals and objectives and administer an operating and capital budget. Ability to physically perform program-related activities and to manage multiple tasks in a detailed, efficient and safe manner. Ability to communicate and work effectively with program participants. Ability to recruit, train and supervise subordinate personnel in an effective manner.

Skills: Proficient leadership, public speaking, written and oral communication skills; effective supervisory and administrative skills. Proficient mathematical skills. Basic computer skills

Physical and Mental Requirements

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 position’s essential functions.

Physical Skills: Work requires moderate intermittent physical strength and effort on a daily basis. Work includes but is not limited to lifting, pushing or pulling program equipment and/or materials as well as standing or walking for extended periods of time.

Motor Skills: Duties are largely mental rather than physical, but the job may involve assignments that require the application of hand and eye coordination with finger dexterity in order to perform activities such as moving objects, operating a personal computer and/or most other office equipment, keyboarding, filing or operating a motor vehicle.

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Visual/Auditory Skills: The employee is required to constantly read documents, personal computer screens and written reports for general understanding and routinely for analytical purposes. The employee must have the auditory ability to listen and comprehend. The employee is not regularly required to determine color differences.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.