



CITY OF ROCKFORD, IL

NOTICE OF VACANCY

**Date Posted:** 2010-01-26

**Applications will be accepted until:** Friday, February 5, 2010 no later than 5:00 p.m.

Job Title: **EARLY HEAD START MANAGER**

**City Department:** Human Services: Head Start

**JOB DESCRIPTION/DUTIES:**

Plans and coordinates service area and activities of the Early Head Start Program in a center or a home based setting to meet Head Start Performance Standards. Responsible for the administrative management of program activities in a manner that effectively meets the needs of the community. Supervises Early Head Start staff as well as collaboration staff. Ensures compliance with relevant regulatory requirements.

**QUALIFICATIONS (EDUCATION & EXPERIENCE):**

Graduation from an accredited four-year college or university with a Bachelor's Degree in Early Childhood Education. Master's Degree preferred. Two years of supervisory and managerial experience is needed, as well as two years experience in Early Childhood Education, and one year in grant funded program administration. Two years experience working with infants and toddlers is preferred. Bilingual candidates are encouraged to apply. Must have a valid Illinois Driver's License and pass a DCFS background investigation before hire. Policy Council approval is required.

**Starting Salary:** \$24.79 per hour

**Hours:** Monday - Friday, 8:00 a.m. - 5:00 p.m.

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**REVIEW AND APPROVAL:**

**Director of Human Resources**

**Note:** Only candidates selected for testing and/or interviewing will be contacted. Testing (if applicable) and interviewing will be scheduled between the hours of 8 a.m. and 5 p.m., Monday - Friday. Candidates unable to test and/or interview during scheduled times will not be considered. Candidates must pass required testing to move forward in the selection process.

- ▶ Each opening within the City of Rockford may be posted for a minimum of 5 business days. Anyone may apply for posted positions during the posting period unless designated "Internal Posting Only". After the posting period expires, all applications will be reviewed and the best qualified candidates will be identified. Applications received from qualified City employees will be given first consideration. Applicants may apply for posted positions no later than the expiration date of the position posting at the Human Resources Department, City Hall, First Floor, 425 E. State Street, Rockford, IL 61104; by fax to (815) 967-6924; or by e-mail to [humanresources@rockfordil.gov](mailto:humanresources@rockfordil.gov). Visit [www.rockfordil.gov](http://www.rockfordil.gov) for more information.
- ▶ Effective October 1, 2001, classified employees hired after January 1, 1984 must live anywhere in Winnebago County or anywhere within an area 15 miles from the Public Safety Building [located at 420 West State Street] within 6 months after completion of their introductory period. Employees hired prior to January 1, 1984 shall be subject to their conditions of employment in effect at that time.
- ▶ All employees hired after 11/6/1986 are subject to employment verification using U.S. Immigration and Naturalization Service I-9 Form.
- ▶ **The City of Rockford is an Equal Opportunity Employer.**
- ▶ **The City of Rockford is an At-Will Employer**