



CHILDCARE MANAGER
Department of Community and Family Services
2026 Salary: \$88,530

This is a professional position in the Department of Community & Family Services responsible for planning, managing and overseeing a comprehensive childcare program, including the administration of the Child Care Assistance Program (CCAP) and other federal, state or local initiatives to support the successful delivery of quality childcare throughout the County. The incumbent develops and implements procedures for childcare initiatives such as the Day One and New York State Childcare Pilot Program, prepares required plans and reports; monitors contracted providers, conducts countywide childcare needs assessments, and ensures regulatory and fiscal compliance across all childcare operations. The position also represents the department in public convenings, prepares and delivers presentations and trainings, and collaborates with County departments, community partners, and State agencies. Work is performed under the general supervision of a higher-level administrator, with wide latitude for independent judgment in program operations. Supervision is exercised over subordinate staff in the childcare unit.

To view a complete list of job duties, click [here](#).

MINIMUM QUALIFICATIONS:

- Either: (A) Master's degree in Social Work, Public Administration, Human Services, Early Childhood Education, Sociology, Psychology, or a related field and three (3) years of paid work experience in childcare services, two (2) years of which must have supervisory experience;
- OR: (B) Bachelor's degree in Social Work, Public Administration, Human Services, Early Childhood Education, Sociology, Psychology, or a related field and four (4) years of paid work experience as described in (A);
- OR: (C) An equivalent combination of education, training, and experience between the limits of (A) and (B) above.

NOTE: Above supervisory experience is responsible for the direction and control of subordinate employees. This involves a responsibility for planning for individuals in a work group. Typical duties may include, but are not limited to, assigning and reviewing work, evaluating performance, maintaining work standards, motivating and developing subordinate employees, implementing procedural changes, increasing efficiency and dealing with problems of absenteeism, morale and discipline. The supervision aspects must be an integral part of the job, not incidental or occasional.

NOTE: College education may be substituted for work experience on a year for year basis (30 credits equal to one year). Candidates applying with less than one year of work experience must have one course in accounting.

SPECIAL REQUIREMENTS:

Possession of a valid Driver License to operate a motor vehicle in New York State at the time of application, and to maintain the position.

FINGERPRINTING: A fingerprint supported background investigation is required before an appointment is made to some positions. Pursuant to New York State Executive Law, the Division of Criminal Justice Services requires that a fee accompany each such request for a search. It is due once a job offer is made and accepted by the applicant.

For immediate consideration, submit an application on or before 10/01/2026

Apply online at www.dutchessny.gov/jobs,

OR

Download an application from www.dutchessny.gov/jobs,

and mail it to the Dutchess County Department of Human Resources, 22 Market Street, Poughkeepsie,
NY 12601

An EEO/AA Employer