



Employment Opportunity

Early Learning and Child Care Licensing

Eastern Region Administrator

January 31, 2012

The Washington State Department of Early Learning (DEL) helps ensure all children in Washington have high-quality early learning opportunities that prepare them for success in school and life. We work in partnership with parents, families, caregivers, and early learning professionals to offer information and resources that support healthy child development. Learn more about DEL at www.del.wa.gov.

Position Overview and Key Responsibilities

We are currently seeking an **Eastern Region Administrator** working out of our **Spokane office**. The Eastern Region Administrator oversees early learning child care licensing activities in the Eastern region of Washington. This leader is responsible for the regional operation of early learning and child care licensing which includes: personnel management, resource management, monitoring of budget and consistent application and implementation of policy, procedure and practice related to Washington Administrative Code and department initiatives.

The **Eastern Region Administrator** is responsible for fostering positive and collaborative working relationships with internal and community partners. Communicates objective information to and from the region and for coordination at the regional level of department focused initiatives in: policy; IT projects and updates and quality rating improvement.

Desirable Qualifications

DEL is most interested in candidates who meet or exceed the following criteria:

- Possess a Bachelor's degree in sociology, education, early learning, public administration or related field,
- Demonstrated supervisory or managerial leadership experience, preferably in Washington state government,
- Excellent written and oral communication skills,
- Previous experience working in an agency or organization with a focus on regulatory

practices and an understanding of state government operations to include legislative processes, external awareness particularly related to policy or project implementation and interdependence of child care systems.

- Ability to positively represent the agency in effective communications with the public, government agencies, and special interest organizations on relevant issues.
- Ability to positively influence change, manage conflict and perform both as a team member and in independent judgment situations.

Annual Compensation \$58,000 - \$68,000 DOQ

Washington State offers a solid benefits package that includes a state retirement plan, deferred compensation, paid holidays, paid vacation and sick leave, a full array of health, dental, life and long-term disability insurance coverage, and other optional benefit programs.

Application procedure

Interested candidates may apply by submitting the following information:

- A letter of interest (addressing the elements listed in the *Desirable Qualifications* section of this announcement);
- A current resume;
- The voluntary Applicant Profile Data Form (this will be kept confidential and separate from other application materials.)

Submit application materials to: HR@del.wa.gov

Please include your last name and the position title in the subject line of your email.

If e-mail is not possible, mail application packet to:

Washington State Department of Early Learning—Human Resources Department
PO Box 40970 Olympia, WA 98504-0970
FAX to 360/407-1437

Candidate evaluation will be ongoing and it will be to the applicant's advantage to submit materials by February 14, 2012.

The Department of Early Learning is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, please call 360.725.4922 or fax 360.407.1437.