General Statement of Duties

Performs professional and supervisory work over program staff, provides leadership, program direction, and long range and short-term planning for the program area(s), directs program design, policy development, and performance criteria for program operations, and makes budgetary and resource allocation decisions.

Distinguishing Characteristics

There are three classes in the program series; however, this is not a progressive series. This class provides leadership, direction, and planning for a program(s), supervises program staff, and is responsible for budgetary and resource decisions. This class is distinguished from the Program Administrator which implements, administers, and develops program activities and functions and may by position supervise program staff. The Program Manager is distinguished from an operational manager who manages functional area(s) that support the core goals and objectives of a department/agency. Whereas, a Program Manager manages a specialized area(s) with complex components and discrete tasks which distinguish it from the main body of an organization.

Definition of a Program:
A program is a specialized area with specific components that include its own policies, procedures, goals, objectives, budget, and tasks that distinguish it from the main body of a department/agency. A program may complement the core goals and objectives of a department/agency but it is separate from the functional areas that support the core goals and objectives.

Guidelines, Difficulty and Decision-Making Level

Guidelines are in the form of stated objectives for the section, unit, function, or program.

Work assignment is generally unstructured and employee is responsible for assigning and supervising a variety of functions to achieve the objectives of the section, unit, or program. Duties performed involve weighing and evaluating factors requiring judgment, analytical ability, and problem solving.

Employee is responsible for simultaneous coordination and supervision of several functions, programs, or projects in various stages of completion.

Level of Supervision Received & Quality Review

Under managerial direction, the employee has personal accountability for carrying out the work objectives of an organizational unit, section, or program within the scope of established guidelines and the mission of the agency or department. Employee is expected to resolve problems that arise in the normal course of the work. Work may be discussed with higher level managers/supervisors and reviewed for soundness of judgment and feasibility of decisions.

Interpersonal Communication & Purpose

Contacts of a non-prescribed nature involving the negotiation and resolution of non-routine problems encountered and where exceptional degrees of discretion, judgment, and specialized knowledge are required in carrying out the programs and policies of an organization.

Level of Supervision Exercised

Supervises full performance professional, administrative, and/or technical level program staff.
Essential Duties

Establishes overall program goals, oversees the development of comprehensive program policies, procedures, guidelines, and standards to ensure proper application and use by coordinating and revising administrative processes, and directs the development and maintenance of an information management system.

Directs the evaluation of a program(s) to determine if the program(s) is achieving its goals and objectives and meeting the needs of participants and the community.

Administers the overall financial operations of a program(s) including developing the annual operating budget, monitoring financial activities, developing required budget reports, preparing justification for equipment, facilities, and staffing levels, and submits final program budget for executive management approval.

Directs modifications of existing program services or creates new program(s) services to maintain or enhance program standing.

Acts as spokesperson for a program(s), advances the primary mission and goals of a program(s), and interacts with internal and external interest groups to explain program position, mediate differences, and seek modifications.

Directs the development and preparation of press releases, fundraising plans, promotional and public information materials, special and technical reports, and comprehensive annual reports that describe overall program accomplishments and justifies continued support.

Develops and recommends solutions for complex problems and highly sensitive issues that cross functional and administrative boundaries or where there may be significant coordination requirements that impact the future of a program(s).

Keeps executive management informed of administrative and legislative issues or changes in a program(s) area, prepares program position in response to proposed legislation, and testifies as a technical expert before legislative committees and in other public forums.

Works to maintain and improve relationships with officials, other agencies, community groups, and state and federal departments to improve decision making capability and better implement services in controversial areas.

Directs the grant administration for a program area(s) and reviews and approves grant proposal applications.

Develops or modifies work plans, methods, and procedures and determines work priorities.
Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Resolves problems encountered during daily operations and determines standards for problem resolution.
Develops the performance enhancement plan, documents performance, provides performance feedback, and formally evaluates the work of employees.

Responds to formal and informal employee grievances and prepares written response.

Documents causes for disciplinary action and initiates letters of reprimand and formal recommendations for disciplinary action.
Provides work instruction and assists employees with difficult and/or unusual assignments.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

**Competencies**

Deciding and Initiating Action - Takes responsibility for actions, projects and people; makes quick, clear decisions which may include tough choices, after considering risks.

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Influencing - Collaborates with, persuades and influences others.

Oral Communication – Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

**Knowledge & Skills**

Knowledge of budgeting principles and practices sufficient to be able to administer a budget to accomplish program objectives.

**Education Requirement**

Bachelor's Degree in Public Administration, Management, Sociology, Psychology, Political Science, or a related field.

**Experience Requirement**

Three (3) years of full performance professional level experience developing, implementing, and administering programs. (Some positions may require experience in a specific program area).

**Education & Experience Equivalency**

Two (2) years of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

**Licensure & Certification**

Licenses and certifications must be kept current as a condition of employment.

**Working Environment**

Pressure due to multiple calls and inquiries.

Subject to many interruptions.

Subject to varying and unpredictable situations.

Subject to long irregular hours.
Level of Physical Demand
1-Sedentary (0-10 lbs.)

Physical Demands
Talking: expressing or exchanging ideas by means of spoken words

Background Check Requirement
Criminal Check
Employment Verification
Education Check
By position, Licensure/Certification

Assessment Requirement
None

Probation Period
At-Will Position.

Class Detail
Pay Grade: X-000
FLSA Code: Y
Management Level: 5
Established Date: 12/14/2018
Established By: Lori Schumann
Revised Date:
Revised By:
Class History: