

Code: 1847

Title: PROGRAM MANAGER

SUMMARY: Manages a specialized program within Pima County by developing program policies and objectives and representing the program within the local community. A “Program” is a single, specific purpose/activity and is ancillary to the main function of the organization. Typically, the longevity and funding of a “program” are subject to internal and external factors.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Develops program goals, objectives, policies and procedures and establishes short- and long-range program performance plans subject to management review;
Manages and administers program activities and evaluates program effectiveness and success;
Develops, negotiates, monitors, and administers contracts, intergovernmental agreements, and/or financial and service agreements for the program managed;
Monitors program contract compliance and takes corrective action as required;
Performs as a program representative within the community, delivers informational news releases, serves as a program contact person and participates in community awareness activities;
Develops and maintains effective working relationships and coordinates program activities with other county departments, public and private agencies, organizations and groups to promote the program and its goals;
Analyzes federal, state and local legislation and ensures program compliance with applicable regulations and policies;
Directs organizational and management studies for the purpose of identifying problems and alternative solutions to the problems;
Develops, writes and administers the program’s annual budget, prepares program-related financial forecasts and identifies funding sources to support program activities;
Reviews and analyzes routine and special reports detailing the status and/or success of the program, prepares recommendations and/or initiates corrective action;
Evaluates management problems and makes decisions regarding the proper course of action;
May supervise the activities of county staff and evaluate performance;
May make recommendations to the Board of Supervisors regarding program objectives;
May direct the preparation and submittal of proposals and grant applications;
May access or maintain specialized databases containing program-specific information to review information or generate reports.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles and procedures of public administration, management, and program planning, development, and evaluation;
- federal, state and local laws, rules and regulations;
- principles and practices of budgeting, accounting, purchasing, contracting and financial management;
- contract and grant application preparation, negotiation and administration;
- community agencies, organizations and resources;
- data and statistical analysis techniques and application to planning studies and projects;
- principles and techniques of effective communication to include written composition and public speaking;

- applications of automated information systems.

Some positions within this classification require knowledge of program-specific terminology, principles, practices and procedures.

Skill in:

- planning, developing, evaluating and managing programs and projects;
- preparing and administering budgets, grants and contracts;
- researching, analyzing and reporting data;
- presenting, explaining and interpreting program goals, objectives, policies and procedures to the public;
- directing staff and planning, organizing and coordinating program activities;
- communicating effectively;
- establishing and maintaining effective working relationships with service groups and organizations;
- establishing, reviewing and modifying procedural and technical guidelines to enhance program effectiveness;
- use of automated information systems to maintain or produce data.

MINIMUM QUALIFICATIONS: EITHER

(1) A Bachelor's degree from an accredited college or university with a major in a program-related field, as defined by the appointing authority at the time of recruitment and four years of experience in program management. (Additional relevant education from an accredited college or university may substitute for two years of the aforementioned experience)

OR

(2) Eight years of experience in public administration, communications, management, or a field applicable to the program's operation as defined by the appointing authority at the time of recruitment.

OR

(3) One year of experience with Pima County as a Program Coordinator.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions require a valid Arizona Class D driver license at time of application or prior to completion of an initial or promotional probation period. Failure to obtain/maintain the required certification/licensures shall be grounds for termination.

Special Notice: Some positions within this classification may require irregular work schedules and/or travel and may carry a low risk of exposure to infectious diseases. Therefore, special medical screening prior to or during employment may be necessary to ensure employee health and safety. Some positions within this classification may require satisfactory completion of a personal background investigation, polygraph test, and/or drug screening by law enforcement agencies at time of appointment.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.