

Code: 4232

Title: PROGRAM MANAGER - SENIOR

SUMMARY: This classification directs, plans, organizes, manages and coordinates multiple complex specialized programs for a department, which may include supervision of licensed and unlicensed professional and support staff. It is distinguished from Program Manager and other administrative and managerial classes by its specialization in a specific area which may include multiple programs. (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 multiple complex programs' activities and evaluates programs' effectiveness and success;

Directs the activities of professional staff and evaluates performance;

Develops, negotiates, monitors, and administers contracts, intergovernmental agreements, and/or financial and service agreements for the programs managed;

Performs as a department representative and subject matter expert to other sections of the department, other County departments, private sector and other agencies, entities and other jurisdictions at meetings, on committees, task forces, boards, and in media relations, participates in community awareness activities, and coordinates programs' activities, and promotes the programs at the local, state, and national level;

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 programs' annual budgets, prepares program-related financial forecasts, and identifies funding sources to support programs' activities;

Consults with and negotiates with community agencies and health providers to assure adequate coordination and cooperation between the County's related complex programs and other segments of the community;

Develops, coordinates, and administers the programs' training and related topics to program staff, other department professional staff, private agencies, and community groups at the local, state, and national level;

Reviews and analyzes routine and special reports detailing the status and/or success of the programs, prepares recommendations, and/or initiates corrective action;

Evaluates management problems and makes decisions regarding the proper course of action;

Accesses or maintains specialized databases containing program-specific information to review information or generate reports;

Makes recommendations to the Board of Supervisors regarding programs' objectives;

Directs the preparation and submission of grant proposals and applications.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles and procedures of public administration, management, and specialized complex program planning, development,

and evaluation;

- applicable 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.

Skill in:

- planning, developing, evaluating, and managing specialized complex 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 business/public administration, management or a specified discipline as determined by the Appointing Authority at the time of recruitment and at least six years of professional management experience in a specialty area identified by the Appointing Authority.

OR:

(2) Two years of experience with Pima County as a Program Manager.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require specific licenses, or certifications required by law, statute, accrediting agencies or contract provisions at the time of appointment or prior to completion of initial/promotional probation. Failure to obtain/maintain such licenses or certifications may be grounds for termination. Some positions may require a valid Arizona Class D Driver's License at the time of appointment or prior to completion of initial/promotional probation.

Special Notice Items: Some positions may require bilingual abilities in English and a second language, as determined by the Department.

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

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

Pima County

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