

Code: 7150

Title: PROGRAM MANAGER - UNCLASSIFIED

SUMMARY: This classification plans, organizes, manages and coordinates complex programs for a department or special program, which may include supervision of professional and support staff. It is distinguished from other administrative and managerial classes by its specialization in a specific area. This classification is in the unclassified service and is exempt from the Pima County Merit System Rules.

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;

Manages the activities of professional staff and evaluates their performance;

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 local, state and federal 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 make recommendations to the Board of Supervisors regarding program objectives;

May direct the preparation and submission 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;
- applicable local, state and federal 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 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;
- managing 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.

DESIRED QUALIFICATIONS:

The appointing authority will determine the desired qualifications for this position at the time of recruitment. Typically, this would require at least a Bachelor's degree from an accredited college or university with an academic major in a specified discipline or a more general discipline (e.g., business/public administration, management, etc.) plus significant professional experience in management in a specified specialty area.

OTHER REQUIREMENTS:

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

Special Notice Items: This is classification in the Unclassified-series and is exempt from the Merit System Rules. Some positions require satisfactory completion of a pre-/post-appointment personal background investigation by law enforcement agencies or other local, state or federal agencies.

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.