



## JOB DESCRIPTION

### **Assistant Director – Program Services** (Exempt)

**Reports To:** Director of Program Services

**Salary Range:** Level 45  
\$89,033 - - \$115,742 - - \$142,452

#### **Job Summary:**

This management position is responsible for overseeing contract administration for various programs and services targeting children and families throughout the County. This comprises supervising Programs Manager staff and includes (but is not limited to) researching, developing and reviewing Requests for Proposals (RFPs) and other procurements, contract negotiation and execution, monitoring services to ensure compliance and high quality, assisting providers to improve the quality of service delivery, making recommendations, analyzing data and preparing reports, etc.

#### **Major Duties and Responsibilities:**

Supervise work of Program Services staff and troubleshoot concerns arising from work assignments and/or personnel issues.

Participate in the Broward County Strategic Plan Special Needs Advisory Coalition (SNAC) to ensure a seamless system of care for children's physical, developmental, and behavioral health needs, and their families.

Assist with the development of collaborative relationships to maximize resources available through, but not limited to, the Broward County Public Schools, the Agency for Health Care Administration (ACHA), the Department of Children and Families, the Agency for Persons with Disabilities, Vocational Rehabilitation, and other national, state, and local entities.

Initiate and coordinate systems of care enhancements and improvements and identify strategies to address unmet needs.

Prepare, develop and oversee procurement processes concerning children's services. This includes coordinating information from various sources and using best practices methods within the solicitation.

Analyze and assess grant application content relative to the goals, scope and priorities of the Council. Prepare information for the Council, as well as external organizations and agencies.

Assume full responsibility for a limited contract management workload and oversee the contract management of assigned Program Managers.

Ensure the development and execution of contracts, and corresponding budgets between CSC and provider agencies (non-profits, for-profits and governmental entities) through review, analysis and negotiation.

Analyze, evaluate and make recommendations for various programs and services to ensure programmatic compliance. Develop reports or systems to track information and performance, as well as utilize available databases (SAMIS, Laserfiche, etc.) to provide information and analysis.

Provide technical assistance and training to Programs Managers and providers to improve quality of service delivery. Visit and monitor community and institutional facilities and programs to determine that the process of service delivery is in compliance with the contract and promotes quality improvement.

Ensure comprehensive, well-documented monitoring of funded programs, including those of assigned staff.

Track and manage program budgets to ensure proper utilization of contract funds. Monitor funding utilization and review reimbursement requests to ensure compliance.

Conduct Performance Evaluations and assist in the professional development of assigned Program Services staff.

Coordinate and collaborate with other departments where appropriate, to ensure that CSC resources are fully utilized and promote quality service.

Participate in Director's Meetings and other initiatives of the CSC Executive Team, as directed, including tasks associated with the Council's Annual Budget Retreat.

Answer inquiries from the assigned programs concerning purchases of services and administrative and financial procedures and practices.

Follow federal and state laws, in addition to implementing programs, policies and procedures in accordance with CSC's priorities.

Conduct oneself in the best interest of the County's constituents and in support of the CSC's mission statement.

Perform other related duties as assigned.

**Experience, Knowledge, Skills and Abilities:**

Bachelor’s degree in the Social Sciences, Education, or Public Administration; Master’s degree preferred. A minimum of seven (7) years of relevant experience in implementing/managing human services programs; with a minimum of five (5) years of experience in staff supervision.

Specialized knowledge in the children and families with special needs arena.

Knowledge, experience and demonstrated ability to supervise and evaluate staff and departmental activities.

Knowledgeable in contracts and awards relating to various children’s services programs.

Ability to communicate effectively, both orally and in writing.

Knowledge of current computing technologies and software applications appropriate to the position’s job responsibilities.

Must possess valid driver’s license and vehicle insurance or have other means to enable travel locally and non-locally, including getting to work and going to other locations during the day for meetings, etc.

**Physical Demands & Working Conditions:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

The employee performs work in a normal office setting within a reasonable environment. While performing the duties of this job, the employee may be required to perform local and non-local travel.

New: 9/13

Revised: 12/15, 7/17, 12/19, 10/22, 8/24