



JOB DESCRIPTION

Programs Manager (Exempt)

Reports To: Assistant Director – Program Services

Salary Range: Level 43
\$71,705 - - \$91,423 - - \$111,142

Job Summary:

This position is responsible for administering contracts for various programs and services targeting children and families throughout the County. This includes (but is not limited to) researching, developing and reviewing Requests for Proposals (RFPs) and other procurements, contract and budget 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:

Prepare and develop bid solicitations concerning children's services. This includes coordinating information from various sources and using best practices methods within the solicitation.

Develop executed contracts, and corresponding budgets, between CSC and provider agencies (non-profits, for-profits and governmental entities) through review, analysis and negotiation.

Monitor funding utilization and review provider invoices to ensure compliance.

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.

Analyze, evaluate and make recommendations for various programs and services to ensure programmatic compliance. Develop reports or

databases 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 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.

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

Actively participate in community committees and work groups to ensure CSC-funded programs align with current community needs and enhances related systems of care.

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 Social Sciences, Education, or Public Administration and five (5) years or more of relevant experience in human services programs with a minimum of 2 years of supervisory program management experience OR Associate's degree in Social Sciences, Education, or Public Administration and ten (10) years or more relevant experience in human services programs with a minimum of 2 years of supervisory program management experience. Master's degree and experience working with various types of programs for children and families preferred, i.e. child welfare, family support, youth development and out of school time, behavioral health, special needs and delinquency diversion.

Specialized knowledge in a particular children's services arena.

Knowledgeable about contracts and awards relating to various children's services programs.

Ability to communicate effectively, both orally and in writing, in situations involving collaboration, negotiation, technical skills and performance coaching.

Knowledge about government procurement processes and contract management practices.

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: 10/01

Revised: 07/05, 10/13, 12/15, 10/17, 10/18, 12/19, 10/22