



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Program Manager</u>	<b>NEW:</b> <input type="checkbox"/>	<b>REVISED:</b> <input checked="" type="checkbox"/> <u>X</u> <small>(Please check one)</small>
<b>REPORTS TO:</b> <u>Director, Community Services and Boone County Children’s Services Board</u>	<b>FLSA:</b> <u>Exempt</u>	<b>DATE:</b> <u>03/2020</u>
<b>DEPARTMENT:</b> <u>Community Services</u>	<b>JOB CODE:</b> <u>101</u>	

**SUMMARY:**

The governing body of the Boone County Community Children’s Services Fund (“Fund”) is the Boone County Children’s Services Board (“Board”). The Program Manager oversees the day-to-day operations of the Fund with policy direction from the Board and routine supervision from the Director of Community Services.

**ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Manages the day-to-day operations of The Boone County Community Children’s Services Fund.

Assists the Director in ensuring Boone County’s compliance with Missouri Statutes Sections 67.1775 and 210.861.

Assists with operationalizing and implementing the mission, vision, and strategic direction of the Fund as determined by the Board and the Director of Community Services.

Participates in the development of written departmental policies and procedures. Creates and maintains infrastructure and key core processes in coordination with other county departments and offices.

Assists with creating the budget and work plan.

Represents the Board in a positive and professional manner at community activities,

awareness events, and to the media.

Acts for the Director of Community Services in his/her absence.

Attends Board meetings regularly. Attends Board committee meetings upon request. Assists in creating Board agendas, oversees the posting of agendas and schedules meeting locations. Facilitates the creation of all Board meeting minutes and committee meeting minutes.

Communicates critical information to the Board. Provides prompt, complete and accurate information to the Board to keep members appropriately informed.

Assists in organizing, coordinating and facilitating forums for sharing knowledge and building community collaborations.

Pursues external funding opportunities that coordinate with the Boone County Community Children's Services Fund. Reports on potential matching sources to the Board. Collaborates and partners with community entities to maximize the impact of all available funding sources.

Maintains current research on community needs, indicators and evidence-based practices. Develops and maintains a database of agency information including contact information, units of service, etc.

Reviews and summarizes submitted proposals. Evaluates proposals for soundness of program design, theory of change, budget and sustainability. Provides recommendations to the Board.

Assists in developing Requests for Proposal (RFP), reporting requirements and target outcomes.

Assists in the development, implementation and maintenance of an efficient and effective Fund allocation process.

Communicates regularly with partner agencies to develop proposals and to determine progress on outcomes and performance. Evaluates partner agency performance through site visits, case record reviews and assessment of results. Ensures agency compliance with reporting requirements and contract deliverables.

Provides technical assistance to partner agencies on RFPs, reporting, outcomes, best practices and performance management.

Assists in educating the Board and the community on service delivery and best practices.

Assists with publications to ensure accountability and transparency, including design of website.

Responds to inquiries relating to the Fund.

Assists the Director of Community Services and the Senior Account Specialist in the preparation of the official annual report.

Supervises the Children’s Services Specialist and other administrative staff deemed necessary by the Board. Hires, trains and directs administrative activities and evaluates work performance.

Performs related duties as needed or assigned.

**PHYSICAL DEMANDS:**

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

**WORK ENVIRONMENT:**

This job operates in a professional office environment. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, large format printers and scanners, binding machines, hand-held recording devices, filing cabinets and fax machines. Must be able to navigate commonplace obstacles in the community such as stairways and rough terrain. This position is routinely in contact with the public, other Boone County employees, elected officials and members of other entities.

**MINIMUM QUALIFICATIONS:**

Master’s degree in the social services/related field or equivalent experience. Minimum three years’ experience in either community service delivery or related research. Knowledge about community resources for children and youth of Boone County, Missouri desired. Knowledge of evidence-based practices for mental health, substance abuse, children and youth services desired. Ability to build community partnerships to create a system of care. Must be organized, detail-oriented, and possess outstanding written and verbal skills. Must be proficient in the use Microsoft Office and able to learn software for data management. Must have a valid driver’s license and be able to drive to meetings outside of the office.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

