



BOONE COUNTY JOB DESCRIPTION

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| JOB TITLE: <u>Program Manager</u> | NEW: <input type="checkbox"/> | REVISED: <input checked="" type="checkbox"/> |
| | <small>(Please check one)</small> | |
| REPORTS TO: <u>Director, Community Services</u> | FLSA: <u>Exempt</u> | DATE: <u>02/23</u> |
| DEPARTMENT: <u>Community Services</u> | JOB CODE: <u>101</u> | |

SUMMARY:

The Community Services Department was created to oversee and coordinate the disbursement of the funds received from the Children's Services sales tax and the domestic violence funds collected through court fees. The Boone County Children's Services Fund (CSF) is governed by the Boone County Children's Services Board (BCCSB). The Program Manager oversees the day-to-day operations of community collaboration to make progress on community level issues with direction from the BCCSB and the Director and/or Deputy 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 community collaboration for the CSF and the department by convening stakeholders to make progress on community level issues.

Assists with operationalizing and implementing the mission, vision, and strategic direction of the Children's Services Fund (CSF) as determined by the Boone County Children's Services Board (BCCSB) and the Director and/or Deputy 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 BCCSB and department in a positive and professional manner at community activities, awareness events, and to the media. Attends BCCSB meetings regularly. Attends BCCSB committee meetings upon request. Assists in creating BCCSB agendas, oversees the

posting of agendas, and schedules meeting locations. Facilitates the creation of all BCCSB meeting minutes and committee meeting minutes.

Communicates critical information to the BCCSB. Provides prompt, complete, and accurate information to the BCCSB 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 CSF. Reports on potential matching sources to the BCCSB. 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.

Assists in the development, implementation, and maintenance of an efficient and effective allocation process for applicable funds.

Communicates regularly with partner agencies to develop proposals and to evaluate and facilitate progress on outcomes and performance.

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

Assists in educating the BCCSB 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 CSF and other funding sources.

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

Supervises the Program Specialist and other administrative staff as deemed necessary by the Director. Hires, trains, directs administrative activities, and evaluates work performance of direct reports.

Performs related duties as needed or assigned.

KNOWLEDGE AND SKILL:

1. Extensive knowledge about community resources for the community members of Boone County, Missouri.

2. Advanced knowledge of evidence-based practices for mental health, substance abuse, children, and youth services.
3. Expert ability to build community partnerships.
4. Skilled in the ability to raise public awareness about the positive impacts of the department.
5. Ability to plan, organize, coordinate, and evaluate community stakeholder convenings. .
6. Thorough knowledge of contract administration.
7. Advanced knowledge of the grant acquisition process.
8. Demonstrated attention to detail and accurate reporting of information.
9. Proficient in the use Microsoft Office and able to learn software.
10. Ability to develop and utilize metrics to measure and demonstrate program effectiveness.
11. Ability to successfully direct and evaluate subordinate personnel.
12. Ability to communicate effectively, both orally and in writing.
13. Ability to prepare and present written reports and recommendations.
14. Advanced public speaking skills.

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. May be required to drive to off-site locations and drive in inclement weather. 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.

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.