Title: Program Manager

Pay Scale Group: 15

Essential Function

Under general supervision from a designated administrator, manage, design, develop, modify and present programs.

Characteristic Duties

Manage, design, develop, modify and present programs. Perform program needs assessment and make recommendations.

Implement policies and procedures.

Maintain budget, prepare contracts, approve and monitor expenditures, prepare budget requests and financial reports.

Act as liaison to internal departments, external entities and community organizations.

May prepare and edit reports and/or newsletters and develop publication materials.

May provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).

Perform related duties based on departmental need.

Minimum Qualifications

Bachelors' degree with three (3) years experience; -OR- Associate's degree with five (5) years experience; -OR- seven (7) years experience. Experience must be in program development or business administration. Experience may require at least one (1) year of supervision.