



AN EQUAL OPPORTUNITY EMPLOYER
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

PROGRAM MANAGER – FIRST FIVE

DEFINITION: Under the oversight of the First 5 Commission and under the supervision of the HHS Assistant Director, initiates, organizes, directs, and coordinates the design and development of the First 5 programs; plans, directs, and administers the implementation and on-going management of multiple client service programs; encourages and supports the design and development of integrated program plans among subcontractors, Health and Human Services divisions and community partners; serves as a management team member; provides proactive and positive leadership and support to departmental and multi-disciplinary teams, the First 5 Commission and subcontractors.

ESSENTIAL JOB DUTIES: Plans, directs, and administers the implementation and on-going management of multiple First 5 programs, primarily through subcontractors, in the most cost effective and services oriented manner; facilitates and provides positive leadership to program project, and multi-disciplinary team members. Directs, coordinates, and monitors the development of designated programs' work plans, priorities, and evaluation criteria; assigns work activities, projects, and teams; performs the most critical and sensitive professional representation, facilitation, and negotiation tasks monitors and evaluates work in progress and at completion to ensure compliance with program and project criteria. Identifies programmatic goals, objectives, priorities, and activities to be accomplished consistent with the First 5 mission, and in a Health and Human Services context; develops strategies for the successful achievement of those goals, objectives, and priorities; directs and coordinates the implementation of accepted strategies and plans. Identifies and develops new and/or modified programs that would promote and enhance the mission, goals, and objectives of First 5; initiates, oversees, and participates in the necessary research and analysis to justify the appropriateness of implementing the proposed program/project. Serves as a contributing member within the Health and Human Services management team participates in the development and implementation of Departmental policies, procedures, and systems; participates in the identification and allocation of fiscal, staffing, and material resources; represents First 5 and the Department of Health and Human Services with the State, local partners, the community and outside organizations.

EMPLOYMENT STANDARDS: Experience: At least five (5) years of progressively responsible professional/clinical experience including at least three (3) years of administrative and management responsibility.

Education: A bachelor's degree or higher with emphasis in behavioral science, social science, and/or business/public administration is preferred. However, up to two (2) years of additional relevant experience (beyond the 5-year minimum) may be substituted for up to two (2) years of education.

Knowledge of: Advanced principles and practices of leadership, motivation, team building, and conflict resolution. Standard and accepted organizational and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs. Advanced principles and practices of organizational administration and personnel management. Cultural, competency and relationships to the delivery and acceptance of services.

Ability to: On a continuous basis, receive and understand budget and technical reports; interpret and evaluate staff reports; know laws, regulations, and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules; and explain and interpret policy. Plan, organize, direct, coordinate, and evaluate the activities of subcontractors, professional, technical, and clerical staff involved in complex and comprehensive program delivery. Develop and implement department/division policies, procedures, and systems. Gain cooperation through discussion and persuasion. Successfully develop, control, and monitor multiple programmatic budgets and expenditures. Analyze problems, identify alternative solutions and project consequences of proposed actions and implement recommendations in support of goals. Interpret and apply County policies, procedures, rules, and regulations in an effective manner Communicate clearly and concisely, both orally and in writing using appropriate language and grammar. Supervise, train, and evaluate assigned personnel. Work with various cultural and ethnic groups in a tactful and effective manner. Plan, organize, and schedule priorities for self and others in an effective and timely manner. Meet the physical requirements necessary to perform required duties in a safe and effective manner for self and others. Establish and maintain effective working relationships with those contracted in the performance of assigned duties.

Special requirements: Must possess a valid California Driver's License.