

Civil Division: Oneida County Government  
Jurisdictional Class: Competitive  
EEO Category: Professionals  
Revised: 05/12/08

## **PROGRAM MANAGER**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent in this class is responsible for administering a program which includes planning, budgeting, staffing, training, program evaluation and office management. The incumbent may also facilitate ongoing collaboration with community and state partners, and public relations. Direct supervision is exercised over home visitation, outreach and clerical staff. The incumbent performs related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Assists department officials in planning, implementing, coordinating and evaluating the program;

Supervises program staff to ensure that quality of services and maintenance of agency standards and policies are adhered to;

Evaluates the performance of home visitation, outreach, clerical or other staff;

Plans, coordinates and conducts educational programs for staff and other agencies;

Participates in surveys, studies, and research on program related topics;

Participates in conferences and community programs with state partners or other agencies;

Compiles and reviews appropriate records and reports as required;

Assists in developing manuals, guides and informational materials for use by program staff or in promotion of program goals;

Develops and/or prepares publicity related to program marketing plans and effectively communicate information to aid in program acceptance;

Coordinates fund raising activities related to program goals;

Facilitates collaboration with community and/or state partners.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of laws and regulations governing program activities; good knowledge of management skills; good knowledge in the supervision of staff; good knowledge in human services program administration; working knowledge of grants' program administration; ability to plan and supervise the work of others; ability to prepare written reports and budgets; ability to understand and use computer software; ability to express oneself clearly and concisely, both orally and in writing; ability to exercise discretion and sound judgment.

continued...

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Human Services, Social Work, Psychology, Sociology, Anthropology, Family Counseling, Early Childhood, Public Health or Nursing **AND** one (1) year supervisory experience in a human services work environment ; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Human Services, Social Work, Psychology, Sociology, Anthropology, Family Counseling, Early Childhood, Public Health or Nursing **AND** two (2) years of experience in a human services work environment, one (1) year of which must have been in a supervisory capacity.

**NOTE:** Verifiable part-time experience as described in (B) above will be pro-rated toward meeting full-time experience requirements.

**SPECIAL REQUIREMENTS:** Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner. The incumbent must possess a valid New York State driver's license at time of appointment and must maintain license throughout appointment.

Title change from "Healthy Family Program Manager": 05/12/08

Adopted: 06/27/01  
Revised: 05/12/08