

The Children's Board of Hillsborough County
Program Manager

MAJOR FUNCTION

Performs program management duties related to administering public funded programs in support of community needs.

MAJOR DUTIES

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Manages contracts that support systems of care; universal county-wide access; collaborations; or agencies with multiple CBHC grants to convene stakeholders, coordinate resources, improve practices, and capture leveraged supports.
- Hosts or coordinates collaborative training or time-limited workshops to address common challenges; needs or to promote information sharing.
- Assist Director of Programs with internal Investment Grant release process activities (i.e verification of proposed model type; Community Review Teams and other tasks as assigned).
- Prepares contracts and monitors project/program administrative, fiscal and performance compliance to ensure good stewardship of grants awarded in accordance with CBHC contract manual.
- Follows budget/contract development timeline for continuation contracts to prepare all necessary documents and coordinates with team and customers to have 85% of final continuation contracts ready for Specialists to prepare for Executive Director (ED) Cover Letter signature by date specified.
- Prepares new contracts in accordance with established procedure and Cover Letter signed by ED before agreed upon start of contract term.
- Plans, directs and coordinates activities of grant and/or ad valorem funded continuation and one-time grants to ensure that objectives are accomplished according to federal, state, local regulations as well as contract manual to include quarterly site visit/meetings.
- Complete annual data integrity checks and contract evaluations with research team to ensure effective project/program outcomes, proper and accurate data collection and consistent evaluation practices.
- Review or prepare Provider special requests, budget modifications, matrix revisions and/or contract amendments.
- Prepare written reports of all critical incidents with assigned contracts.
- communicate all reported complaints from community/funded agencies to Director of Programs.

KNOWLEDGE, SKILLS, & ABILITIES

- Extensive knowledge of contract monitoring and/or procedures related to public (government) grant administration.
- Extensive knowledge of funding sources and associated requirements and regulations.
- Skill in the application of managerial and organizational techniques.
- Skill in making presentations to groups.
- Ability to communicate effectively, both orally and in writing.
- Ability to work effectively with others in a team-oriented environment.

- Ability to collect, organize and evaluate data and to develop logical conclusions.

MINIMUM QUALIFICATIONS

- Bilingual speaking and writing proficiency in Spanish and English preferred.
- Graduation from an accredited four-year degree granting college or university; and
- Three years of experience involving duties concerning research into, developing funding applications for, monitoring, planning, evaluating or contracting of community service programs.

OR

A Master's Degree from an accredited college or university; and

Two years of experience involving duties concerning research into, developing funding applications for, monitoring, planning, evaluating, or contracting of community service programs.

APPOINTING AUTHORITY MAY REQUIRE

Possession of a valid Driver License.