Job Title: Program Manager

Grade: MS-14	Salary Range: $110,000 - $153,999

Job Summary:

This position is located in the DC Department of Health (DOH). Primary function is to to direct one or more operational programs and analyze, evaluate, and advise management on the efficiency and effectiveness of programs in the assigned area. Has responsibility for independently planning, designing, and carrying out projects, programs, studies or other work. The incumbent exercises a high degree of professionalism and independent judgment when performing the work. Recommendations made are generally accepted without significant change.

Guidelines consist of basic administrative policy statements concerning the issue or problem being studied. The employee uses judgment and discretion in interpreting and revising existing policy/regulatory guidance for use by others. Some employees review proposed regulations which would significantly change the basic character of agency programs, the way the agency conducts its business with the public or with private industry.

Duties and Responsibilities:

Plans, organizes and supervises the operation of a program(s) and its activities in accordance with the mission and goals of an agency; develops new programs to support the strategic direction of the agency; advises and consults with administration/division managers; meets with appropriate staff to identify and resolve problems or conflicts; makes or recommends final decisions regarding policy, operations, and administrative procedures of the program.

Establishes and manages long- and short-term program goals; develops, analyzes, and evaluates new or modified program/management policies, regulations, goals, or objectives.

Develops, implements and maintains complex procedures, administrative monitoring practices and controls in order to obtain smooth and effective operation of a program(s); coordinates work activities of the program to prevent delays in required actions or to improve programs or services; identifies , develops and implements departmental goals, objectives, policies, and priorities; determines resource allocation and levels of service according to established policies; plans and writes grant applications and manages grant-funded projects. programs within the department to leverage program activities.

Develops and analyzes program reports; directs the preparation of monthly and annual reports; directs the gathering and analysis of information and reports necessary to document and evaluate processes.
Directs the work of, and monitors subordinates to improve performance; evaluates and advises on organization, methods, and procedures.

Qualifications and Education

Master's Degree in public health or related field preferred.

Must possess one (1) year of specialized experience equivalent to at least the grade 13 level. Specialized experience is experience which is directly related to position which has equipped the individual with the knowledge, skill and abilities to successfully perform the duties of the position to include conducting studies and performing other analytical work related to the planning, development, organization, administration, evaluation, and delivery of public health programs; or similar work experience in the public health field.

Knowledge of Federal, State, and local rules and regulations pertaining to assigned agency, division, or program.

: 1015 Half Street SE, Washington DC, 20003

: dchr@dc.gov

: (202) 442-9700