Job Title: Program Manager

Grade: MS-13

Salary Range: $95,652-$133,912

Job Summary:

This is a standard position description designed for use in any District of Columbia Government departments, agencies, and offices. The position description depicts generalized duties and responsibilities required of a position with primary responsibility to direct one or more operational programs in a government agency and analyze, evaluate, and advise management on the efficiency and effectiveness of programs in the assigned area.

Work is performed under the guidance of the supervisor who makes assignments by setting overall objectives and resources. The incumbent plans and carries out assignments, resolves most problems, and coordinated work with other employees when need arises. The incumbent keeps the supervisor informed of any controversial matters that may arise. Completed work is reviewed for appropriateness, soundness, and conformance to policies and procedures.

Guidelines consist of general administrative policy statements concerning the issue or problem being studied. The incumbent uses judgment, initiative, and resourcefulness when deviating from traditional methods that may be available to develop and adapt new methods as warranted or solutions to potential problems.

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 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; assists in the identification, development, and implementation of departmental goals, objectives, policies, and priorities; assists in the determination of resource allocation and levels of service according to established policies; plans and writes grant applications and manages grant-funded projects.

Receives 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.

Monitors the work of and coaches subordinates to improve performance; evaluates and advises on organization, methods, and procedures.

Qualifications and Education

Expert knowledge of theory, industry trends, and initiatives, laws and regulations related to program area of assignment.
Expert knowledge of principles and practices of management, administration, budgeting, training, and personnel management.

Comprehensive knowledge of Federal, State, and local rules and regulations pertaining to assigned agency, division, or program area (s).

Expert knowledge of the principles, practices or techniques of program development, implementation, management, and evaluation.
Knowledge of agency program goals and objectives, the sequence and timing of key program events and milestones, and methods of evaluating the worth of program accomplishments

: 1015 Half Street SE, Washington DC, 20003

: dchr@dc.gov

: (202) 442-9700