Job Title: Program Manager

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

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.

The incumbent works under the general direction and administrative guidance of the supervisor, who provides administrative direction in terms of broadly defined mission and functions. The incumbent 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.

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.

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.

Directs the allocation of resources to achieve timely outcomes and measurable goals within budget; adjusts plans and programs to meet emerging or new programs, while continuing to address major program priorities.

Qualifications and Education

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

Expert knowledge of principles and practices of management, administration, budgeting, training and personnel management.

Mastery knowledge of theory, industry trends and initiatives, laws and regulations related to program area of assignment.

Mastery knowledge of the principles, practices or techniques of program development, implementation, management and evaluation.