

## **Program Management Specialist Tompkins County**

**Department:** Youth Services

**Classification:** Competitive

**Labor Grade:** 12

**Approved:** 02/1993

**Revised:** 2/93; 1/06; 3/11; 5/15; 6/15; 01/16

**By:** AF, Commissioner of Personnel

### **MINIMUM QUALIFICATIONS:**

- (a) Graduation from a regionally accredited or New York State registered College or university with a Masters Degree **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) experience designing, planning, or implementing a youth or human services program; **OR**
- (b) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors Degree **AND** four years of full-time paid (or the equivalent part-time and/or volunteer) experience designing, planning, or implementing a youth or human services program; **OR**
- (c) Graduation from a regionally accredited or New York State registered two year college with an Associates Degree **AND** six years of full-time paid (or the equivalent part-time and/or volunteer) experience designing, planning, or implementing a youth or human services program; **OR**
- (d) Any combination of training and experience equal to or greater than that described in (a), (b), and (c) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

### **DISTINGUISHING FEATURES OF THE CLASS:**

This position is responsible for interpreting the broad policy goals adopted by the County Youth Board and implementing the Department's goals, objectives and work plans to enable local municipalities and not-for-profit agencies to implement effective youth development and delinquency prevention programs. The work involves engaging elected officials and agency directors in cooperative planning and negotiation of service systems and multi-program contracts. The program management specialist's work involves community organizing and development activities, development of appropriate needs assessments, multiple source budgets, evaluations and consultation with boards of directors, elected boards as well as program staff to enable them to plan, finance, implement and evaluate effective county-wide and local youth services. The position is also responsible for supervising and evaluating the work of interns. In addition to working with individual communities and agencies, the position is responsible for assisting the department to initiate and implement systems and procedures to promote inter-municipal and inter-agency agreement and the coordination of services.

### **TYPICAL WORK ACTIVITIES:**

- Helps to develop departmental goals, objectives, and work plans within the broad guidelines of the Tompkins County Comprehensive Plan;
- Negotiates multi-program contracts with Supervisors, Mayors, elected officials, youth commissions and directors and/or program coordinators of youth service agencies;
- Assists the department to conduct community planning efforts to meet high priority needs identified in the County's Comprehensive Youth Services Plan;
- Implements resource allocation and program evaluation procedures to achieve the broadly stated goals of the Youth Board. Tasks include consulting with potential applicants on program design and budget planning; analyzing program and budget proposals for Youth Board volunteers to evaluate funding requests; designing program and expense reporting systems;
- Interprets and implements monitoring standards and procedures for all communities and programs and application to specific county funded programs;
- Supervises the assignments and performance of the interns or work study employees according to county and departmental policies;

- Prepares program and statistical reports for the Youth Services Director, the County Youth Board, Board of Representatives and/or other local governments;
- Researches and writes grant proposals to enable the County or priority programs to secure State Federal and/or private funds to implement priority services;
- Initiates requests for services from other county departments and funding agencies to assist municipalities and agencies in planning and running programs;
- Initiates a variety of systems to facilitate inter-municipal and inter-agency coordination.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough understanding of youth and youth development programming;
- Thorough knowledge of the concepts and methods of community development;
- Thorough knowledge of program planning, budgeting, program accountability and contract management;
- Ability to establish and maintain effective working relationships with elected officials, other funding agencies, agency directors, program staff, community volunteers on advisory boards and boards of directors;
- Excellent skills in collecting, organizing and interpreting data and information for planning and evaluation;
- Very good organizational and problem solving skills;
- Ability to generate documents and spreadsheets;
- Ability to effectively plan, supervise and evaluate the work of others;
- The employee's physical and mental condition shall be commensurate with the demands of the position.

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