

PROGRAM MANAGER

Supervision Received:

The program manager receives very little direction. Methods of doing work within the assigned component are the responsibility of the employee who has some latitude in interpreting and applying program policies, rules and procedures. Job performance of the program manager is measured by job description tasks and component results.

Scope of Work:

On-the-job tasks vary materially in character and generally involve non-repetitive demands to meet, new tasks to perform or new problems to solve. Component problems needing action may involve a mix of different objectives, rules or techniques.

The program manager must devise work methods and solutions for problems. It requires continual application of acquired knowledge. Assistance in the solution of difficult problems is available from the Program Director or Executive Director by request. Work is subject to pressure calling for inventiveness, communication, and decision-making skills.

Decision-Making:

The program manager is guided by general policy in decision-making. The program manager assists in making component decisions and will be responsible for the implementation and results of those decisions. Any changes in policy would be referred to the Executive Director.

Impact of the Position:

The results of planning component operations may have intra-agency or community ramifications.

Experience Level:

Requires extensive and progressively developing experience in a field directly related to the work.