



CLASS SPECIFICATION

Class Code: 60019503
Date Established: 07/2024
Last Reviewed:
Last Revised:
Last Title Change:
FLSA:
Probation: 12 months

DAS PROGRAM MANAGER

DEFINITION

Under general direction, manages the day-to-day operations of the Sober 24 program and provides operational and programmatic support for the Department of Alternative Sentencing; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in criminal justice, social work, organizational management, public administration, business administration or a related field AND two years of full-time experience in program administration to include one year of full-time supervisory experience and one year of full-time experience with grants administration or budget development; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

A valid driver's license may be required at the time of appointment.

SUPERVISION EXERCISED

Exercises direct supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Manage Sober 24 program operations to include developing and implementing goals, policies, procedures, and standards for the program; provide training and guidance to staff to meet program goals and objectives; serve as subject matter expert on program operations and represent the program to various community stakeholders.

Evaluate services offered to clients of Sober 24 to identify programmatic gaps and work with Chief Alternative Sentencing Officer to improve the program, develop and implement new programs, and increase positive outcomes for program participants.

Supervise assigned staff, which includes staff selection; assigning, scheduling, and reviewing work; providing training in proper work methods and procedures; providing professional development, coaching, and mentoring; writing performance evaluations; and implementing discipline and conflict resolution procedures when necessary.

Provide operational support for the department to include duties such as purchasing, processing personnel/payroll actions, contract administration, payment tracking and agencies/customer billings; respond to and resolve concerns from staff, public and other agency professionals; represent management/administration at meetings or other venues as assigned.

Review and evaluate work methods and procedures and recommend/implement changes in work processes, programs and workflow to ensure efficient operations and compliance with policies and standards; coordinate services and programs of the division with those of other divisions and departments.

Participate in division strategic planning activities and serve as a member of the management team; participate in development of department policy/procedures and communicate/implement revisions and new programs with staff.

Develop, implement, and monitor fiscal policies and procedures ensuring efficient and accurate fiscal operations of the department; provide input into and oversight of the program budgets and monitor expenditures; assist in developing the department's annual budget; research, compile, tabulate, analyze, and interpret financial data and information; prepare and monitor the fiscal aspects of contracts and service agreements between the department and external agencies/entities to assure compliance with terms and provisions.

Direct the collection of revenues from grants, contracts and fees; serve as functioning backup to Grants Coordinator to ensure grant-related duties are completed in a timely manner.

Perform a variety of special studies and reviews; evaluate alternatives and make recommendations; prepare narrative and statistical reports and presentations.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner, which does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance Level *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Departmental/divisional policies and procedures.

Organizational structure of Washoe County as it relates to programs, activities, and functions of assigned area(s).

Countywide personnel policies such as sexual harassment, discrimination, ADA, and EEO.

Computer software specific to the department/division.

Federal, state, and local laws, statutes, codes, regulations and standards pertaining to area of assignment.

Laws and regulations relating to forensic drug testing practices.

Community resources and programs available to clients with identifying needs.

Grant development and administration.

Ability to:

Select, supervise, and evaluate the performance of assigned staff.

Develop effective work teams and motivate individuals to meet goals and objectives and provide customer service in the most cost effective and efficient manner.

Plan, organize, and direct the activities of varied program functions to accomplish established goals and optimize efficiency.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Principles and practices of program planning, development, and implementation.

Principles and practices of effective supervision including leadership, motivation, development, team building, conflict resolution, employee training, performance evaluation, and discipline.

Organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Budget development and administration.

Office management and administrative practices, techniques, and methods.

Ability to:

Analyze information/situations, project consequences of proposed actions, formulate alternative solutions and make appropriate responses or recommendations.

Evaluate work priorities, procedures, and processes to determine their effectiveness and efficiency.

Gather, organize, analyze, and present a variety of data and information.

Prepare clear and concise reports, correspondence, and other written materials.

Interpret and apply regulations, policies, and procedures.

Demonstrate initiative and judgment within established procedural guidelines.

Maintain confidential data and information.

Interact effectively with a variety of individuals from diverse socio-economic, ethnic, and cultural backgrounds, in person and over the telephone, often where relations may be strained.

Communicate effectively, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work including other departments, divisions, outside agencies and boards, elected officials, management, staff and the general public.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to work in a professional office environment. Ability to use office equipment including computers, telephones, calculators, copiers, and fax machines. Ability to lift and carry objects weighing up to 25 lbs.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.