



## Program Officer

<b>Position Title</b>	Program Officer
<b>Reports To</b>	Chief Executive Officer
<b>Working Schedule</b>	Full-time/Exempt
<b>Salary</b>	Depending on skills and experience; \$25 - \$30 Hourly, \$50K-\$60K Annually

### General Description

Under the direction of the Chief Executive Officer, Sierra Kings Health Care District, responsible to serve as resource, administrator, coordinator, evaluator, and advisor in the development and implementation of Sierra Kings Health Care District's grant making with the goal of funding programs, projects, and activities that promote health and wellness in the District.

### Major Duties and Responsibilities

Research, develop, compose, and deploy funding strategies (i.e., RFA, RFP, Mini-Grants, and Special Initiatives).

Create funding recommendations to the District for the purpose of grant making.

Provide technical assistance to funded programs through troubleshooting programmatic and evaluation needs and ensuring adequate technical supports to funded programs.

Research and implement best practices in contract compliance, fiscal oversight, evaluation, data collection, funding initiatives, reporting tools, etc. to maintain current on industry practices and standards.

Manage the receipt, review, and audit of program Quarterly Reports to ensure grant performance is consistent with contract guidelines, including evaluation outcomes. Identify deficiencies and develop an action plan for funded programs improvements when necessary.

Manage the receipt, review, and audit of program Quarterly Invoicing including financial records, invoices, and documentation regarding expenses, verify accuracy, and initiate timely reimbursements.

Develop and manage comprehensive record-keeping, including program performance, evaluation outcomes, and all fiscal records to achieve effective oversight and monitoring of funded program.

Supervise the scheduling and monitoring of programmatic and evaluation performances through regular site visits, receive and review quarterly reports, and maintain ongoing oversight of program status.

Act as the contact for the District regarding a variety of technical or specialized programmatic and evaluation questions, problems, and compliance issues of funded programs.

Ensure the preparation of status reports, year-end reports, and reports as needed that summarize program activities, achievements, deficiencies, and actions taken as it relates to evaluation.

Represent the District and Chief Executive Officer at meetings and conferences as directed.

Participate in professional growth opportunities to remain current on requirements, best practices, and general operation.

Ensure positive communication with all funded programs and community stakeholders.

Develop cooperative relationship with community organizations, educational institutions, health care providers, childcare providers, social service agencies and others; prepare and make presentations to the public and associated agencies to communicate program objectives and activities.

Obtain, interpret, and implement changes related to state, federal, and local laws, regulations, policies, and directives;

Participate in development of the District budget;

Performs related duties as assigned.

## Knowledge and Abilities

### General Knowledge of:

- Local Hospital District Law of 1945 1998 and related legislation.
- Ralph M. Brown Act requirements for public entities.
- Program administration, evaluation, and reporting; public relations; effective communication and public presentation methods and technology.
- Effective research and analytical techniques and practices; statistical methodology and analysis; technical and business writing, grants, and contracts.
- Effective fiscal oversight.
- Budget development.
- Public health theories and practices.
- Applicable laws, codes, rules, and regulations related to assigned activities.
- District organization, operations, policies, and objectives.
- Modern office practices, procedures, and equipment
- Correct English usage, grammar, spelling, punctuation, and vocabulary. (REQUIRED)
- Correct Spanish usage, grammar, spelling, punctuation, and vocabulary. (PREFERRED)
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Operation of a computer and assigned software.
- Basic public relations techniques.

### Ability to:

- Gather and analyze data; prepare clear, concise, and effective reports and recommendations; analyze complex problems, consider alternatives, project consequences, and adopt appropriate solutions.
- Communicate effectively with individuals and groups. Work effectively and collaboratively with a broad range of agencies, communities, and individuals, including officials from service providers and other agencies volunteers, and the general public to achieve program goals.
- Exhibit initiative, integrity, and sound judgment; coordinate multiple activities; work with minimum supervision; maintain confidentiality; organize work, set priorities, meet critical deadlines, and follow up on assignments; understand and follow oral and written instructions.
- Exhibit strong ability to work independently with sound judgment and a high degree of maturity.
- Use a personal computer or other automated equipment and up-to-date software programs; use the Internet and related technology to do research, to exchange information, to update on-line websites and to perform other related tasks.
- Establish and maintain cooperative and effective working relationship at all levels and contribute to a positive work environment.
- Follow safe work practices as directed and trained Travel with private or county transportation as required.

## Education and Experience

Any combination equivalent to a: Bachelor's Degree from an accredited college or university in public health, public administration, social work, health sciences, business administration (or closely related field) with 3-5 years' experience in contract management, fiscal oversight, evaluation, and data collection; and, relevant professional experience working in a public agency or non-profit corporation, preferably involving the provision of community-based health initiatives.

## Licenses and Other Requirements

Possession of a valid California Class C driver's license and a reliable means of transportation. Incumbents must be insurable by the liability carrier of the Sierra Kings Health Care District.

### **Core Competencies for All Employees**

- Maintains standards of confidentiality and a strong commitment to ethical practice.
- Demonstrates safe work practices and exhibits understanding of emergency response techniques appropriate to position.
- Maintains positive work relationships in a respectful and collaborative manner.
- Maintains good communication with others ensuring others have necessary information.
- Actively works toward organizational improvement and professional growth.

### **Physical Demands**

- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate a computer keyboard
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Lifting or carrying cumbersome materials to set up for meetings, e.g., easels, flip charts, refreshments, brochures, etc.

### **Work Environment**

- Some travel, primarily within the County and State to attend various meetings.
- Fast paced, diverse and dynamic environment.
- Will require working some evenings and weekends.
- Work cohesively with Board members, management, colleagues, and funded programs.