Program Manager

Position Title	Program Manager
Reports To	Chief Executive Officer
Working Schedule	1FTE/Exempt
Salary	$44.90 Hourly/$93,633 Annually

General Description

Under the direction of the Chief Executive Officer, the Program Manager oversees the District's grantmaking activities, including procurement, contract administration, budget monitoring, compliance, and reporting. The Program Manager plans, implements, and evaluates grant-funded programs, ensuring alignment with funding requirements, District policies, and applicable federal, state, and local regulations.

This position supports the effective stewardship of public resources by monitoring program performance, tracking expenditures, and ensuring grant objectives are achieved. The Program Manager also serves as a key representative of the District, fostering partnerships with grant applicants, community organizations, public agencies, and other stakeholders. Through collaboration and strategic engagement, the Program Manager helps identify community needs and develop funding strategies that advance health, prevention, and wellness initiatives throughout the District.

Major Duties and Responsibilities

GRANT LIFE-CYCLE MANAGAMENT

Oversees pre-award research and development of procurement process and post-award grant contracting and compliance processes including:

- Research, develop, compose, and deploy funding strategies (i.e. RFA, RFP, Mini-Grants, and Special Initiatives).
- Support the development of funding recommendations to the District for the purpose of grant making.
- Provide technical assistance to funded programs through troubleshooting programmatic 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. 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, all fiscal records to achieve effective oversight and monitoring of funded program.
- Work in collaboration with the finance team to issue payments, maintain fiscal records, and participate in annual auditing processes related to grants.
- Supervise the scheduling and monitoring of programs 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 questions, problems, and compliance issues of funded programs.

MID MANAGEMENT INTERFACE

- Represent the District and Chief Executive Officer at meetings and conferences as directed.
- Participate in agency plenary sessions around strategic direction, marketing, etc.
- Participate in professional growth opportunities to remain current on requirements, best practices, and general operation.
- Develop cooperative relationships with community organizations, educational institutions, health care providers, social service agencies and others;
- Prepare and make presentations to the public and associated agencies to communicate District goals, funding priorities, and opportunities to partner.
- Obtain, interpret, and implement changes related to state, federal, and local laws, regulations, policies, and directives; and
- May include evenings and weekends occasionally.
- Performs other duties as assigned.

Knowledge and Abilities

General Knowledge of and/or ability to learn:

- 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:

- 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 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. Demonstration of 5-7 years of experience in like responsibilities may be considered in place of bachelor's degree.

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
• Bilingual skills and experience in grassroots community organizing are preferred. • Ability to collaborate with community partners; • Public speaking experience • 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 District 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.