

ASSOCIATE EAWS DIVISION MANAGER PROGRAM DEVELOPMENT AND PLANNING

DEFINITION

Under general supervision of the Economic Assistance and Work Services (EAWS) Division Administrator, manages and monitors budgets, subcontracts and other program planning and development; develops and communicates operational priorities within and outside the department; provides information and analyses to legislative (County Board) and executive committees; participates in EAWS planning, policy and budget development; and performs related duties as required.

EXAMPLE OF DUTIES

Assists the Division Administrator with development and monitoring of the division budget; participates in program plan and budget development; develops and monitors division subcontracts; coordinates internal/external services; supervises two management staff; represents the division in department-wide activities; and performs miscellaneous duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience: A combination of training and experience equivalent to two years as a supervisor in Economic Support, Work Programs or Fiscal/Accounting Services and three years of program management experience.

Knowledge, Skills and Abilities:

Extensive knowledge of federal, state and county economic support, work programs and welfare reform initiatives; extensive knowledge of modern managerial/supervisory practices and principles; knowledge of general accounting principles and contracting practices; knowledge of microcomputer word and data processing applications; effective verbal and written communication skills and extensive interpersonal relations abilities.

Special Requirements: None