

Rouss City Hall
15 North Cameron Street
Winchester, VA 22601

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Website: www.winchesterva.gov

Program Manager

Do you seek a rewarding opportunity to make a difference in the community? Would you enjoy the unique experience of managing and overseeing important projects and programs for the City? Does the idea of working collaboratively across work groups and departments excite you? Does providing leadership and direction for a complex, high performing team sound fulfilling? Are you an innovator who encourages new ideas and adapts easily to change? Do you excel in a fast-paced and ever-changing environment that allows you to utilize and enhance many different skills?

The City of Winchester and the City Manager's Office invites you to come join our team! The City has an outstanding strategic plan that includes goals and objectives, a clear vision, and a culture of collaboration. We are actively recruiting for the position of Program Manager which is responsible for managing the City's grant management and administration functions, performance management with City Departments, and communications and community outreach efforts.

Winchester is an independent city in northwest Virginia located just 72 miles from Washington D.C. Due to its strategic location, size, and hometown feel, Winchester is a scenic escape for people in nearby larger cities and is the regional retail hub for shopping and dining as Winchester's daytime population swells to over 75,000 within its 9.23 square miles. For more information regarding our City and its organization, please visit: <https://stories.opengov.com/winchesterva/published/6WvvKaUfV>.

This position serves as the project manager for various special projects, programs, services, and developing public policy initiatives for advancement of the City. Assists the City Manager, Chief Financial Officer and Financial Services Director with overall annual City budget preparation, planning, and Capital Improvement Plan. Attends City Council meetings on a regular and frequent basis. This position is also a part of the City's Senior Leadership Team.

Example of Duties

- Assists City Manager in the preparation and review of data, reports, resolutions and ordinances under consideration by City Council;
- Coordinates community outreach activities designed to inform, educate and promote citizen engagement in community projects, programs and activities;
- Assists the City Manager with organizational improvement measures and management practices, and sustainability opportunities;
- Monitors state and federal legislation and assists in the development of information to support the City's position in response to said legislation; recommends applicable programs for consideration;
- Oversee and act as City's expert for all aspects of the grant management process including all grant writing, administration policies, systems, and documentation to ensure compliance, incorporate best practices, and ensure appropriate internal controls. Including pre-award management, tracking payments, reviewing or producing relevant reports, monitoring and post-award management;

“To be a financially sound City providing top quality municipal services while focusing on the customer and engaging our community.”

- Serves as a member of senior management and represents the City Manager on committees, task forces and work groups as directed by the City Manager;
- Coordinates, researches issues, drafts responses, and provides follow-up to citizen inquires or concerns. Periodically prepares City Council agenda packet items including, but not limited to, draft resolutions, ordinances, agenda items, research memos, and progress reports to assist the City Manager. Prepares internal written articles and communication items for the City Manager's Office;
- Facilitates various work activities and programs of the City's advisory boards and commissions;
- Serves on an as-needed basis on various employee committees working on specialized cross-departmental projects, programs, and initiatives;
- Performs related administrative tasks as required; and
- Other duties as assigned.

Typical Qualifications

Education and/or Experience:

- Bachelor's Degree in Business, Public Administration or a related field is required. Master's Degree is preferred.
- 5+ years' experience in a service-oriented occupation dealing with grant administration, public interaction and general business administration.

Communication Skills:

- Be an articulate and effective communicator, both orally and in writing.
- Possess good listening skills, encouraging input on issues from employees and citizens.
- Be sincerely personable and approachable, patient and acting with understanding and empathy, and able to relate comfortably and effectively with employees and citizens.

Supplemental Information

This classification specification is not intended to be all-inclusive. An employee will also perform other reasonably-related job responsibilities as assigned and required by the City Manager. City of Winchester reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. This classification specification does not constitute a written contract of employment.

To apply for this position please visit the City of Winchester's Career Page at <https://www.governmentjobs.com/careers/winchesterva>. Should you choose to apply for this position, you must attach a one page writing sample on any topic of your choice relevant to Virginia local government.