



*Be Welcomed.
Be Successful.
Be Home.*

We Invite You to Join Our Team.

FULL-TIME

**Youth Services Program
Manager/CSA Coordinator**

Department of Youth Services

Apply with your CV/Resume online at:
www.campbellcountyva.gov



Youth Services Manager
Program Manager III
Youth Services

In addition Program Manager I and Program Manager II duties (shown below), performs with excellence, the following tasks, including but not limited to:

- providing guidance and administrative support to the Family Assessment and Planning Team (FAPT) and Community Policy and Management Team (CPMT);
- coordinating financial and service commitments with various service agencies, involving complex situations and placements;
- keeping apprised of legislation, policies, and other dynamics that affect delivery of human services;
- serves as CSA Coordinator

Education and Experience:

Baccalaureate degree is preferred; additional applicable experience may be substituted.

In addition to the above specific job duties, Program Managers have a basic job description. This position is a Level III and would include the following pages.



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TO APPLY**

**Program Manager
Salary Band 4**

FLSA: Non-Exempt

Reports to: Full-Time staff as assigned

Staff Supervisory Responsibility: up to 5 employees

We Value

Trustworthiness
Openness
The Highest Ethics
Efficient Stewardship
Knowledge
Collaboration
Service
People

General Service Areas/Conditions: Primarily indoor office environment in various departments with occasional site work as required. Ability to occasionally lift and/or move up to 25 lbs. Frequent interaction with the public. Some nights and weekends could be required as needed.

Makes a daily difference in the Campbell County organization and locality through: hard work, open and honest communication, ongoing improvement and accountability.

Performs with excellence, the following tasks, including but not limited to:

- Plans and coordinates operation and administration of overall programs;
- Formulates program goals and objectives in conjunction with leadership; develops programs to implement these objectives;
- Prepares, presents, and interprets budget proposals for approval;
- Recommends allocation of financial, personnel and equipment resources;
- Organizes services and personnel to meet goals and objectives;
- Analyzes sources of revenue, anticipates expenditures and cost of increased services to meet the needs of those using the program;
- May write grant proposals and administers funded grants;
- May recruit, select, train and evaluate performance of volunteers;
- Ability to speak to groups and communicate with the public and clients;
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws; Interviewing, hiring, and training employees; Planning, assigning, and directing work; Appraising performance;
- Addressing complaints and resolving problems.

Qualifications:

- Two years of college or graduation from a business college.
- Two years of related experience. Desired: One year of supervisory experience.
- Additional education and/or training may be substituted where applicable.
- Valid Virginia Drivers' License
- Completion of National Incident Management System (IS-100 and IS- 700 or NIMS equivalent) within 90 days of employment.

Core Skill Sets:

- Ability to maintain effective working relationships in order to explain policies and obtain cooperation.
- Ability to keep complete accurate records;
- Ability to communicate clearly in both oral and written form.
- General understanding and ability to utilize the County's adopted software platform.

Program Manager II

Pay Band 4

FLSA – Non-exempt

Reports to: Full-Time staff as assigned

Staff Supervisory Responsibility: Up to 5 employees

In addition to all items above:

- One additional year of related experience
- Bachelor's degree
- Additional education and/or training may be substituted where applicable.
- Desired: Two years of supervisory experience.

Program Manager III

Pay Band 4

FLSA – Exempt

Reports to: Full-Time staff as assigned

Staff Supervisory Responsibility: 6-10 employees

In addition to all items above:

- Bachelor's degree. Desired: Master's degree
- One additional year of related experience.
- Additional education and/or training may be substituted where applicable.
- State required certifications for the position
- Desired: One additional year of supervisory experience.
- Plans, coordinates and organizes a multi-phased program;
- Directly supervises employees and responsible for work directly and indirectly done by others;
- Chairs, coordinates, or facilitates various teams involved in program implementation;
- Insures program compliance with grant and/or code provisions;
- Represents County on various councils, and committees, at meetings and conferences, and before civic and community groups;
- Prepares program evaluations and justification reports;
- Writes grant proposals, prepares state reports, monitors expenses and provides financial management of service program;
- Keeps informed of issues, trends and legislation related to service program;
- Must have intermediate PC skills and advanced working knowledge of Microsoft Office Professional Suite;
- Substantial administrative management skills are also required;
- Must have good, sound judgment, emotional security and maturity and ability to manage multiple tasks and priorities;
- Ability to assess and understand complex problems;
- Ability to travel.