

STATE OF NEBRASKA CLASS SPECIFICATION
CORRECTIONS PROGRAM MANAGER

EST: 10/99 - REV: 02/13
CLASS CODE: V72220

DESCRIPTION: Under administrative direction; plans, organizes, directs, coordinates, and controls all treatment programs at a facility. Develops, implements, manages and controls programs to meet the needs of those served. Negotiates and monitors contracts, budgets and monitors program budgets, performs related work as required.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Plans, organizes, coordinates, and controls the programs to establish operational priorities, to coordinate these operations with other functions within the agency, and to ensure program objectives and standards are established and attained and are congruent with overall goals.

Determines and requests staff, material, and equipment needs for operations and programs to contribute to the formulation and justification of budgetary requests for the agency as a whole.

Develops performance evaluation standards and procedures to provide information to subordinates on the expectations of individual work performance and to ensure complete and objective appraisal of a subordinate's performance.

Develops and recommends new and revised statutes, rules, policies, and procedures to respond to changes in program or operational needs, objectives, and priorities and to improve the overall efficiency and effectiveness of the operations/programs.

Develops and directs the implementation of operational plans to ensure the establishment of appropriate goals and the development of action steps to achieve those goals.

Confers with and counsels subordinate staff to exchange information on and/or explain work policies, procedures, and guidelines to identify the characteristics and impact of and formulate possible solutions to work related problems.

Plans, organizes, assigns, and directs the work activities of subordinate staff to facilitate the attainment of the established work goals and to ensure the consistent application of established policies, procedures, and guidelines and ensures program documentation and serves are completed appropriately.

Serves on and chairs various committees within the facility and the community and develops community relationships and resources.

Evaluates the effectiveness of the programs and analyzes relevant data to develop and improve existing programs to better meet the needs of those served.

Participates in the executive management of the facility and serves as the Chief Executive Officer (CEO) in the absence of the CEO.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: the principles and practices of administration including planning, organizing, staffing, budgeting and controlling; personnel management; public planning; statistical analysis; and program analysis; agency programs, organizational structures, functions, policies, procedures, communication channels, and objectives as they relate to the managed programs, contracts, and grants; the scope and impact of operations coordinated and their interrelationship with the agency as a whole; the federal and state laws/ statutes related to the programs managed; state contracting regulations; and techniques of program research, planning, and evaluation.

Ability to: motivate, coordinate, and direct staff; understand and support management goals; analyze organizational and operational problems and develop efficient solutions; represent the agency and programs to gain needed support; develop effective relationships with clients and the community; coordinate administrative/program operations and activities; develop and implement program objectives and performance goals; communicate effectively, both orally and in writing, with a variety of constituents and audiences; develop and apply policies, procedures, and processes for the programs managed; assess operational efficiencies ; develop strategic plans and work plans; coordinate with community leaders to develop plans; interact with and gain the cooperation of staff and the public; and provide leadership in achievement of program goals

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need assistance in the selection process should request this in advance.)

Master's degree in the relevant area of assignment with appropriate licensure/certification and four years related experience.