

PROGRAM MANAGER (CROP PROGRAM)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing a wide variety of administrative activities and tasks in the implementation of the Creating Rural Opportunities Partnership (CROP) grant program. The Project Manager position is characterized by providing policy and procedure instruction with regard to the program, providing training to program staff, coordinating purchase orders with the District Treasurer, keeping computerized and hardcopy records, and communicating with assigned NYS Department of Education contacts. The work is performed under the general supervision of Superintendent. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Collaborates with the program's advisory council and the Superintendent to develop policies and procedures for implementation of the grant including application procedure, reporting and data procedures, personnel, transportation, training and coordinating with program partners such as the Arts Council; Organizes and facilitates training workshops for CROP program site coordinators, activity leaders, peer tutors and adult assistants; Participates as a member of the evaluation team, reviewing program data such as attendance, participation and performance, as well as performing site evaluations; Develops policy manuals, application forms and other uniform documents for use by the school; Maintains accurate program records including attendance, transportation, budget and participation using computerized and hard copy formats; Coordinates with the District Treasurer in the writing of purchase orders and maintaining the project budget; Communicates with assigned NYS Department of Education contacts regarding guidelines, budget issues and other related program issues.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Good knowledge of grants administration and the elements of program planning; Good knowledge of CROP program objectives and goals; Working knowledge of the relationship between federal and state grant programs and local government and public agencies; Ability to assess program requirements and to develop methods to carry them out; Ability to establish and maintain cooperative relations; Ability to review and evaluate program procedures, methods, forms, etc.; Ability to operate a personal computer and utilize common office software programs including word processing, email and internet; Ability to compile data and background information; Ability to prepare complex written reports; Ability to express oneself clearly and concisely, both orally and in writing; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either

- A. Graduation from a college or university with a Master's Degree in Social Sciences, Public or Business Administration, Social Work or a related field; and one (1) year experience which involved program planning and/or grants development and administration; **OR**
- B. Graduation from a college or university with a Bachelor's Degree in Social Sciences, Public or Business Administration, Social Work or a related field; and three (3) years experience which involved program planning and/or grants development and administration; **OR**
- C. Graduation from a college or university with an Associate's Degree in Social Sciences, Public or Business Administration, Social Work or a related field; and five (5) years experience which involved program planning and/or grants development and administration; **OR**
- D. Graduation from high school or possession of a high school equivalency diploma and seven (7) years of experience as defined in (a); **OR**
- E. An equivalent combination of training and experience defined by the limits of (a), (b), (c) and (d) above.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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