

Program Manager

Job Code 50036327

General Description

Responsible for managing the operation of a program or project, supervising employees, and providing oversight of and guidance to a team or area within a department.

Examples of Duties

Manages activities of staff in a business function, division, or department.
Oversees the preparation of management and productivity reports and studies.
Oversees special investigations, research studies, and internal audits.
Establishes goals and objectives; develops and approves schedules, priorities, and standards for achieving goals; and manages evaluation activities.
Develops and implements techniques for evaluating business functions or division or department activities.
Develops and evaluates budget requests, monitors budget expenditures, and makes adjustments as necessary.
Plans, implements, coordinates, monitors, and evaluates policies and procedures; and monitors compliance with policies and procedures.
Identifies areas of needed change and makes recommendations to improve operations.
Provides technical guidance for a business function, division, or department.
Represents the business function, division, or department at meetings, hearings, trials, conferences, and seminars or on boards, panels, and committees.
May manage staff development plans and activities.
May manage the preparation, development, review, and revision of legislation.
Plans, assigns, and supervises the work of others.
Performs related work as assigned.

Knowledge, Skills, and Abilities

Knowledge of: University policies and procedures; the management of specific functions within a program or department; any laws/regulations/best practices that may be relevant to the incumbent's specific job duties.

Skill in: Working as a team member, directing or supervising the work of others; effective communication; and leadership.

Ability to: Supervise staff; delegate responsibilities to others; problem solve and make decisions; interact professionally; comfortably speak to groups; prepare clear and concise documentation.

Experience and Education



To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements