

Community Services Program Manager

Office of Equity and Inclusion

Salary Range:

\$21.44 - \$25.67 Hourly

\$44,595.20 - \$53,400 Annually

Overview:

The Office of Equity and Inclusion receives several grants in high dollar amounts. This position will help to ensure the guidelines and requirements set forth by the grants as well as the City of Albuquerque requirements are being followed and adhered to.

Description:

Oversee and participate in the more complex work of managing a federal grant and grant subrecipient contracts; ensure compliance with applicable rules and regulations; coordinate assigned activities with staff, other divisions, departments and outside agencies; perform a variety of tasks relative to assigned area of responsibility; provide highly responsible and complex grant and contract administrative support to department director, or designee.

Requirements:

Bachelor's degree from an accredited college or university with major course work in planning, management, business or public administration, public health, health education, or a related field, plus six (2) years of professional community health or program management experience to include one (1) year of contract management experience in a management and/or administrative capacity.

This position may require a New Mexico Driver's license and will require City Operator's Permit within 6 months of hire

SUPERVISION RECEIVED AND EXERCISED:

This position will be supervised by the OEI Director and Deputy Director

Exercise functional and technical supervision over lower level staff.

Essential Functions:

1. Oversee the work of staff responsible for implementing the federal Advancing Health Literacy Project to Enhance Equitable Community Response to COVID-19 program; establish, within departmental policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
2. Perform a wide variety of professional duties in support of the federally funded health literacy program, to include management of subrecipient partners; oversight of contracted activities involving community health worker training, community outreach to populations disproportionately impacted by health risks and disease, health literacy materials development and distribution, and language services to populations that are limited English proficient.

3. Evaluate the proposed design of the project with appropriate staff and contractors; ensure program compliance with applicable rules and regulations associated with the Office of Minority Health, Culturally and Linguistically Appropriate Services (CLAS) Standards and other federally-mandated guidance; oversee staff responsible for federally mandated reporting.
4. Plan, coordinate and review the work plan for assigned staff; assign work activities; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
5. Participate in and coordinate the evaluation of program; recommend and coordinate revisions to ensure compliance with appropriate codes, laws, ordinances, and regulations.
6. Develop and analyze reports related to assigned grants; prepare reports for granting agencies and management as needed.
7. Coordinate required federal reporting and tracking of budgetary items for active grants.
8. Ensure timely submission of reports as appropriate based on federal and internal guidelines.
9. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing services; implement policies and procedures
10. Serve as liaison for the Office of Equity and Inclusion for assigned programs with other City departments, divisions and outside agencies; negotiate and resolve sensitive and controversial issues.
11. Participate in contract negotiations; recommend selection of contractors; monitor program compliance; approve pay requests for contractors and consultants as necessary for assigned program projects.
12. Provide technical assistance to grantees regarding grant applications, grant modifications, progress reports and budgets

SUPPLEMENTAL FUNCTIONS:

1. Attend and participate in team meetings, and stay informed of new trends, innovations, technology and other program delivery practices in the field of community health.
2. Perform related duties and responsibilities as required.

PREFERRED KNOWLEDGE:

- Principles and practices of contract compliance
- Principles and practices of contract management
- Principles and practices of contract negotiations
- Methods and techniques of project planning, design and process evaluation
- Principles of federal grant report preparation
- Principles and practices of program development and administration
- Principles and practices of multiple project budget preparation and control
- Pertinent Federal, State and local laws, codes, regulations and ordinances

PREFERRED SKILLS AND ABILITY:

- Work independently or with a team, as necessary to develop and implement program goals and objectives
- Interpret, explain and enforce department policies and procedures
- Prepare and administer project budgets

- Document efficiently and effectively to maintain project files
- Interpret, apply and enforce applicable Federal, State and local laws, codes, policies and regulations
- Coordinate activities with contractors and other agencies
- Coordinate assigned activities with other divisions, departments, outside agencies and organizations
- Respond to requests and inquires from the general public
- Analyze and assess programs, policies and operational needs and make appropriate adjustments
- Analyze problems, identify alternative solutions, and project consequences of proposed actions and implement recommendations in support of goals
- Communicate clearly and concisely
- Perform the essential functions of the job with or without reasonable accommodation
- Establish and maintain effective working relationships with work contacts

WORKING CONDITIONS:

- **Environmental:**
Office environment and some fieldwork including program sites; exposure to computer screens.
- **Physical:**
Essential and supplemental functions may require maintaining physical condition necessary for sitting, walking or standing for prolonged periods of time; operating a motorized vehicle.