



Salt Lake County Job Description

Assistant Program Manager – Senior Centers

DEPARTMENT: Human Services

DIVISION: Aging Services/2300

JOB CODE: 135: **GRADE:** 015

FLSA STATUS: Non-Exempt

SALARY PLAN: GEN

EFFECTIVE DATE: 12/31/2012

SAFETY SENSITIVE: No

JOB SUMMARY

Assists and provides support to the Program Manager in administering program and division policies and procedures, functions, and activities as assigned.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university in Recreation, Sociology, Gerontology, Health Education, Education or other closely related field, plus six (6) years related experience, of which two (2) years must have been supervisory or administrative; OR an equivalent combination of education and experience. Education may not be substituted for the required supervisory experience.

Due to the nature of this position, the successful applicant must pass a required pre-employment background check.

ESSENTIAL FUNCTIONS

The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.

Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.

- Supervises and coordinates activities of program staff, recommending measures to improve performance and increase efficiency.
- Supervises staff which includes hiring, promoting, orienting, training, assigning and reviewing work performance, annual work performance appraisal and discipline.
- Assists in planning, directing and coordinating program operations, as assigned.
- Assists in the analysis of program budget expenditures to assess impact, selecting appropriate techniques such as declination or addition of service units impacting expenses.
- Assists in the collection and analysis of program data, system audits, strategic planning and program evaluation.
- Prepares and submits to Program Manager various management reports.
- Completes special projects as assigned by Program Manager.

KNOWLEDGE, SKILLS AND ABILITIES (KSA)

Knowledge of:

- Federal, state and local rules and regulations related to program operation
- Division policies, procedures, and management techniques
- Personnel supervision, management and development
- Administration and organization methods
- Budgets and financial management
- Program development and evaluation
- Accessing community resources
- Program marketing
- Relevant data computer systems and an understanding of database usage and management

Skills and Abilities to:

- Communicate effectively both verbally and in writing
- Independently make accurate and appropriate decisions in the absence of the Program Manager
- Analyze and evaluate program data
- Management and organization
- Provide excellent customer service

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

IMPORTANT INFORMATION REGARDING THIS POSITION

Revised 01/16/2017/MB