



Salt Lake County Job Description

Assistant Program Manager – Independent Aging

DEPARTMENT: Human Services

DIVISION: Aging and Adult Services/2300

JOB CODE: 136 **GRADE:** 015

FLSA STATUS: Exempt

SALARY: GEN

EFFECTIVE DATE: 10/15/2015

SAFETY SENSITIVE: No

JOB SUMMARY

Assist in a management capacity and provide support to the Program Manager, administering program and division policies and procedures, functions, and activities as assigned.

MINIMUM QUALIFICATIONS

Bachelor's degree in Business or Public Administration, Social Services or other closely related field and two (2) years of related experience, of which one (1) year must have been supervisory or administrative; OR an equivalent combination of related education and experience. Education may not be substituted for the required supervisory experience.

Must also have or obtain a Salt Lake County Food Handlers permit within thirty (30) days of hire. Safe Serve certification is preferred.

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.

- Coordinates activities of program staff, recommending measures to improve performance and increase efficiencies.
- Supervise staff which includes hiring, orienting, training, assigning and reviewing work performance, annual work performance appraisals, 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 reduction or addition of service units impacting program expenditures.
- Assists in collection and analysis of program data, system audits, strategic planning and program evaluation.
- Monitors day-to-day contract compliance and requirements, coordinating with representatives in other agencies, monitors kitchen and equipment maintenance, and purchasing as appropriate.
- Provides oversight of food service vendor for the provision of food services.

- Ensures compliance with federal, state, and county requirements for congregate and home delivered meal programs in Aging Services.
- Monitors vehicle fleet and coordinates with Fleet Management in the replacement of vehicles to ensure efficient program operation.
- Trains division staff on nutrition program requirements.
- Prepares and submits to Program Manager various management reports.
- Completes special projects as assigned by Program Manager.

KNOWLEDGE, SKILLS AND ABILITIES (KSA)

Knowledge of:

- Program Federal, State and local rules and regulations related to program operations
- Personnel supervision, management and development
- Food safety Health Department standards and Older Americans Act nutrition standards
- Administration and organizational methods
- Nutritional guidelines for older adults relating to the Older Americans Act
- Budgets and financial management
- Accessing community resources
- Program marketing
- Relevant data computer systems and an understanding of data base usage and management
- Property asset management

Skills and Abilities to:

- Communicate effectively both orally and in writing
- Ability to make independent accurate and appropriate decisions in the absence of the Program Manager
- Analyze and evaluate program data
- Ability to train staff
- Management and organizational skills
- Supervise staff, including evaluating performance, coaching, staff development, and providing growth opportunities
- Establish and maintain working relationships with general public and co-workers

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

This work is normally conducted in an office environment. There are some required travel assignments throughout Salt Lake County and occasional out of town travel and multiple day meetings and trainings.

IMPORTANT INFORMATION REGARDING THIS POSITION

Revised Date/Consultant's Initials: 02/24/2016 MP