BRA/EDIC EMPLOYMENT OPPORTUNITY **PLEASE POST!!**

TITLE: PROGRAM MANAGER, HUMAN SERVICES

JOB POSTING NO. **31-06**
POSTING DATE: **07/07/2006 REV 7/26/06**

EMPLOYMENT STATUS: EDIC Employee

DEPT/DIV: YOUTH & HUMAN SERVICES /JCS

Job Postings must remain posted for 10 working days before a recommendation for hire can be made. 07/20/2006

SUMMARY: Under the direction of the Deputy Director for Youth and Human Services/JCS, manage the contracting, program monitoring, and review of invoices for all grant and contract funds received in the area of Human Services. Responsible for overseeing the administration of programs funded by Community Development Block Grant (CDBG). Supervise Contract Administrator staff.

Ensure integrity of assigned program management systems. Monitor contractor level and system wide program performance. Make modifications as needed to meet established goals and objectives.

Direct assigned program management process including establishing monitoring systems and tools, and conducting site visits and quarterly reviews. Supervise contract administration staff; provide technical advice and guidance; intervene as necessary to resolve and correct problems. Provide technical assistance to vendors, meet with program operators to negotiate contract or implement corrective actions as needed. Develop and recommend policy for unit related programs. Develop additional resources for programs and keep abreast of issues and trends in the field. Identify, research and recommend new policy and program initiatives within existing or proposed service delivery systems to enhance service delivery to Boston residents.

Maintain and update working knowledge of CDBG funding source requirements and regulations. Coordinate and oversee the organization and distribution of current information on funding sources and other contractual requirements to staff. Monitor and audit contract administration activities to ensure enforcement of all applicable state and federal funding requirements and regulations.

Participate in the procurement process by assisting citywide needs assessment in conjunction with the Planning and Policy Development department; participate in the development of RFP's, review assigned proposals and assist in developing funding recommendations. Participate with other JCS staff in public meetings.

Manage the contracting process, including review and revision of contract boilerplates and development of negotiation packages. Conduct negotiation sessions; assemble contract packages. Develop, review and recommend contract amendments as necessary.

Maintain working relationships with City of Boston Department of Neighborhood Development (DND) to ensure compliance with HUD regulations and procedures. Prepare quarterly and yearly reports.

Participate in the selection of staff; orient and train assigned staff. Evaluate work performance and recommend appropriate personnel actions. Handle daily questions, resolve problems and adjust work schedules based on priorities.

Review fiscal reports to ensure that invoices are paid promptly. Coordinate with A&F/Budget and Finance staff for problem resolution or clarification.

Manage resources of appropriate funding grant(s). Interpret and implement policy directives.

Assist supervisor in developing new project directions and strategies. Make funding recommendations to supervisor and other members of division management.

Represent JCS at meetings and conferences. Develop good working relationships with various state, federal and city agencies, with community-based organizations and with private organizations, universities and foundations interested or currently working in the field.

Perform other related duties as required.

QUALIFICATIONS: Work requires a Bachelor's Degree in Human Services, Public Policy, Education, related field, or equivalent, plus three years progressively responsible related work experience in a non-profit community based organization, with supervisory background.

GRADE: 20 **HIRING RANGE**: **$55, 436.50-$66, 663.60**

To apply: Submit resume/Cover Letter to Human Resources, BRA, 43 Hawkins Street, Boston MA 02114.
E-Mail: hr.bra@ci.Boston.MA.US

BOSTON RESIDENCY REQUIRED ON DATE OF HIRE.