

PROGRAM MONITOR

NATURE OF WORK

This is administrative work developing, evaluating, monitoring and reviewing a variety of departmental projects and programs.

Work involves performing reviews of project and program operations and records as well as recommending necessary improvements and changes to comply with goals and objectives. Work includes preparing reports and maintaining a variety of records reflecting project and program progress. Supervision is received from an administrative superior with work being reviewed in the form of reports, conferences, compliance with federal, state, and local regulations, and adherence to departmental goals and objectives. Supervision may be exercised over support staff.

EXAMPLES OF WORK PERFORMED

Coordinates preservation, restoration, and arts/cultural projects and programs; serves as liaison between departments, committees, organizations, and agencies involved in order to coordinate activities.

Analyzes financial needs for projects and prepares budget; initiates letters and applications for grants and funding.

Prepares project and program reports based on observations gained through on-site visits; maintains statistical, fiscal and cash-flow records on projects and programs; recommends improvements and changes as deemed necessary to comply with goals and objectives.

Reviews records and procedures to ensure services are provided with the highest possible degree of efficiency, quality, and continuity.

Assists with analysis of quality assurance to help staff meet deadlines and comply with state and federal regulations.

Reviews and maintains records monthly, and follow prescribed procedures regarding new, denied, or closed cases within state and federal regulations.

Reviews agency operations in relation to contractual obligations; obtains participant or beneficiary reactions to the value of the program or project.

Conducts field checks to ensure accuracy of information provided by agencies contracting with the department.

Participates in defining project and program goals; develops reporting procedures for achievement of desired goals and objectives; monitors, evaluates, and reviews project and program effectiveness in achieving goals and objectives.

Provides technical assistance and training to staff and advisory boards in organizational development including such areas as board recruitment and development, organizational structure, planning, and program evaluation.

Coordinates and conducts research projects; designs surveys and coordinates distribution; analyzes research results and reports findings.

Oversees the Vista and Americorps programs for the department.

Manages the grant funded employees in this program for the department.

Develops and maintains a system for ensuring accurate data gathering and reporting to all agencies involved with this program.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the principles of management and organization.

Knowledge of computer software and accounting systems and the maintenance of fiscal records to ensure adequate audit tracking.

Knowledge of modern statistical and/or accounting methods and techniques.

Ability to objectively monitor, evaluate, and review projects and program operations and to make substantive judgments in terms of specific points of review.

Ability to gather, analyze, and interpret data, and to prepare reports from such data.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with contracting agency officials, governmental officials, private groups and organizations, co-workers, and the general public.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in public or business administration, statistics, accounting, or related field plus two years of experience evaluating and coordinating various programs and projects; or any equivalent combination of training and experience that would provide the desirable knowledge, abilities and skills.