

## GVRC - PROGRAM MANAGER

GENERAL STATEMENT OF DUTIES: Assists in the administration and operation of the Genesee Valley Regional Center as it pertains to staff supervision, purchasing activities, facilities management and budget analysis. Performs related duties as required. Works under the general supervision of the Genesee Valley Regional Center Director.

STATEMENT OF TASKS:

Plans, organizes and directs the Genesee Valley Regional Center staff in connection with resident care, guidance and counseling, facilities management and center operations;

Supervises subordinate staff;

Develops and recommends policies for the operation and administration of the Center;

Prepares and reviews annual budget for the facility in cooperation with appropriate administrative staff;

Develops contractual services for physician, dentist, psychiatrist, psychologist and nursing functions;

Conducts Special Education Individual Education Planning Team Meetings;

Reviews and approves purchasing activities;

Reviews reports and work assignments by departmental staff;

Assists in the staff selection process;

Confers with the public on matters concerning the Center, which includes speaking to organizations and participating in individual conferences;

Prepares and maintains required reports and records;

Responds to emergency and crisis situations identified by staff as requiring higher-level involvement;

Acts in place of the Genesee Valley Regional Center Director when not available.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of institutional management practices;

Knowledge of the Juvenile Codes, Supreme Court rules, and other statutes, ordinances and case law pertaining to juveniles;

Knowledge of Special Education rules and procedures;

Knowledge of budgetary processes and analysis;

Knowledge of purchasing practices;

Ability to carry out complex written and oral instructions and to exercise mature judgment and initiative in analyzing problems and recommending solutions;

Ability to work effectively with government officials, subordinate staff, the general public, and facility residents;

Ability to train, schedule, direct and supervise work of subordinate staff and to coordinate assignments;

Ability to use a computer and associated software;

Ability to attend work regularly and work under stressful conditions.

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MINIMUM QUALIFICATIONS:

Master's degree in Sociology, Social Work, Psychology or related field -AND- two (2) years supervisory experience in a treatment institution facility; -OR- an acceptable combination of education and experience.

Established: July 10, 2002

  
Human Resources Director