

# HILLSBOROUGH COUNTY **SHERIFF'S OFFICE**

DAVID GEE, SHERIFF

Tampa, FL



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**Job Title:** Community Services Program Manager  
**Job Code:** W2074  
**Pay Grade:** WQ  
**Exempt:** No  
**Probation:** Twelve-month initial probationary period

## **Job Overview**

Perform program management and/or supervisory duties administering publicly funded programs in support of community needs.

## **Job Duties and Responsibilities**

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform some or all of the activities described below.

- Plan, direct, and coordinate activity of publicly funded programs to ensure that objectives are accomplished according to federal, state, and local regulations.
- Supervise subordinate personnel in the administration of publicly funded programs.
- Prepare and coordinate studies and reports involving resource allocation, revenue projections, funding source development, utilization of services, and/or the review and management of contracts and grants.
- Develop programs and policies for administration of contracts and publicly funded programs.
- Develop recommendation concerning present and future grant and contract funding requirements for current and projected programs.
- Coordinate the preparation of status reports and conduct follow-up studies to review the impact of policy decisions, program development, and resource utilization; and make recommendations on the continuation or termination of programs.
- Provide technical expertise concerning funding sources, contract development, and grant application requirements.
- Serve as liaison with federal, state, and local representatives concerning funding sources for services programs.
- Monitor applicable state and federal legislation and prepare departmental position statements regarding such legislation.
- Perform other related duties as required.

## **Knowledge, Skills, and Abilities**

- Working knowledge of funding sources and associated requirements and regulations.
- Working knowledge of procedures related to public grant administration.
- Ability to follow oral and written instructions.
- Ability to prioritize work.

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- Ability to follow established procedures.
- Ability to work effectively with others.
- Ability to communicate effectively, both orally and in writing.
- Ability to collect, organize, and evaluate data and to develop logical conclusions.

## **Minimum Qualification(s)**

Note: Applicants must meet the following requirement(s) to be considered minimally qualified for the job.

Graduation from an accredited four-year degree granting college or university; and  
Three years of experience involving duties concerning research into, developing funding applications for, monitoring, planning, evaluating, or contracting of community service programs.

OR

Any equivalent combination of education, training, and experience that would reasonable be expected to provide the job related competencies noted.

## **Additional Requirements**

- Possession of a valid Florida driver's license at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months.
- No illegal drug use after 30 years of age.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- Prior military personnel must not have a dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a criminal background investigation or update including polygraph, reference/employment/neighborhood checks, and medical evaluation.