

**Classification Specifications
Program Manager**

Classification Series/Occupational Group: Management & Executive Classification Title: Program Manager DBM Range: C41-C45, C51, C53 # of Subgrades: 5 FLSA: Exempt	<p>Class Specifications: Incumbents in the Management series are responsible for the overall management and direction of a variety of administrative departments, programs and service offerings that allow the County to function fiscally, administratively, technologically and/or physically. While the level of authority of individual incumbents varies significantly across classification levels, all positions are responsible for the management and supervision of lower level staff.</p> <p>This class is the second of four levels in the Management series. Incumbents are responsible for managing a defined administrative function or program that directly supports the County's ongoing services and operations. Responsibilities may include determining the assignment of staff and resources in order to achieve the operational objectives established at higher levels; developing internal and external relationships and partnerships; developing project plans and providing project status updates and evaluations; and planning, conducting, and analyzing research.</p> <p>Incumbents apply professional experience and judgment to ensure effective, accurate, and legally compliant actions and operations. Decisions made at this level require the development of solutions to support the goals outlined at higher levels regarding the County's ongoing goals and objectives.</p> <p>Incumbents in this class are responsible for the outcome and performance of generally defined programs and functional objectives, and have responsibility for the oversight of people (staff) and resources (budget), which includes leading the work of lower level specialized, technical and/or clerical staff. Some incumbents may provide oversight for lower-level supervisors that control the work of standardized and routine functions.</p>
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Characteristics	Work Diversity	Complexity	Knowledge	Responsibility	Classification Level Distinctions
C41	Homogenous: Major job responsibilities are considered relatively homogenous requiring the application of similar knowledge, skills and abilities within a single professional field.	Standard: Most difficult job responsibilities typically performed for 30% or less of the employee's time. Additional time may be dedicated to duties that are of a lower complexity.	Possesses and applies a general knowledge of the principles, practices, and procedures of a professional function to the completion of routine and some non-routine professional assignments.	Oversees and coordinates the operations of a professional or technical function. May provide adjustments to operational policies and procedures in accordance with professional practice. May manage lower level staff.	
C42	Mixed: Major job responsibilities exhibit a moderate degree of diversity often requiring the application of divergent areas of knowledge, skills and abilities within a single professional field.	Moderate: Most difficult job responsibilities generally account for 30%-60% of the employee's total work time.	Possesses and applies a broad knowledge of a professional field to the completion of non-routine assignments impacting significant portions of the assigned function.	Manages the operations of a professional or technical function. Regularly provides adjustments to the policies and procedures governing the function. Manages assigned staff.	May involve grant writing, reporting, & tracking. Involves program development on a limited scale.
C43	Heterogeneous: Major job responsibilities require the application of varying and diverse	Significant: 60% or more of the employee's time is dedicated to responsibilities	Possesses and applies an advanced knowledge of a professional field to the	Manages and provides expert direction to a professional function. Adjusts program policies and	Involves grant writing, reporting & tracking. Involves program development on a medium to large scale.

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C44/C51	Heterogeneous: Major job responsibilities require the application of varying and diverse knowledge, skills, and abilities. Job responsibility may require knowledge of constituent professional functions. (May include clinical supervision.)	Significant: 60% or more of the employee's time is dedicated to responsibilities that are commonly considered to be the most difficult part of the job	Possesses and applies advance knowledge of a business function to the completion of projects & Assignments in the operation of a self-funded program within the County operations.	Manages and provides direction to a self-funded program. May adjust program policies and procedures as necessary to ensure effective operations.	Program primarily provides service to residents and customers within the County service area & outside of County internal operations.
C45/C53	Heterogeneous: Major job responsibilities require application of varying & diverse knowledge, skills, & abilities. Job responsibilities may require knowledge of constituent professional functions.	Significant: 60% or more of the employee's time is dedicated to responsibilities that are commonly considered to be the most difficult part of the job.	Possess and applies an advanced knowledge of a business function to the completion of project & assignments in the operations of a self-funded program within the County operations.	Manages and provides expert direction to a self-funded program. Adjusts program policies and procedures as necessary to ensure effective operations. Decisions have significant budget or fiscal impact. May oversee for profit program.	Program provides services to other county & city municipalities within and outside of Benton County's service area.