

# Market Range Detail - Program Manager (County)

## Effective Date

March 31, 2010

## Market Range Title Description

Positions in this market range title are located in the County Manager's Office and provide highly complex and sensitive management of major programs with countywide impact and/or significant impact upon other governmental agencies and private organizations. Primary duties typically include planning, overseeing, reviewing, and evaluating the work of major programs; developing goals and objectives for programs; developing strategies to ensure that program goals are met; developing and directing strategies to improve program effectiveness and service delivery; providing highly complex and sensitive professional and managerial level assistance to the County Manager and Board of Supervisors; providing guidance and direction to management, departments, business, and community groups; leading and conducting studies related to service and operational concerns or improvements; researching and analyzing existing and proposed legislation that affect programs; developing and maintaining partnerships with local, state, and federal governments, businesses, and community agencies; providing leadership to program related boards, committees, and partnerships; presenting information to County management, the press, and community groups regarding programs; developing and monitoring program budgets and expenditures; developing and implementing funding and staffing requirements for the programmatic area to which assigned; preparing grant and alternative funding requests (if applicable); creating and participating on interdepartmental and/or interagency task forces; and monitoring activities and ensuring that all programmatic and reporting requirements are met. Incumbents may supervise staff. Work is typically performed under the most general supervision and is evaluated primarily on the basis of results achieved. Incumbents report to the County Manager.

## Market Range

### Minimum Hourly Rate

\$29.31

### Midpoint / Hiring Maximum

\$37.09

### Maximum Hourly Rate

\$44.87

## Likely Minimum Qualifications

- Bachelor's degree in field related to area of assignment
- Five years of professional experience in program administration and implementation with at least two years of supervisory experience managing programs
- Other combinations of education and experience may be considered in substitution for the minimum qualifications

## Working Titles

- Diversity Manager
- Innovations Program Manager
- Program Manager

### Glossary:

**Market Range Title:** Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

**Effective date:** The date the salary range was implemented for use.

**Market Range Title Description:** Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

**Likely Minimum Qualifications:** Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

**Market Range:** The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

**Hiring Range:** The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

**Working Title:** The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.