***This old UMB job description was created between 2000 and 2014 and is being provided as a template or guide in the preparation of a current job description. The essential functions are general in nature and may not accurately depict the duties of a specific unit. Managers are encourage to update and provide specific duties that are applicable to work being performed in the unit.***

Job Title: **Manager, Program**

**(Provides Supervision to Others)**

Job Family: Program Management Sub Family: Business Operations

**Job Summary:**

Manages one or more programs of substantive size and budget. Coordinates the daily activities, staff functions, and budget issues. Sets goals and creates tactics to achieve program objectives. Hires and trains staff as needed.

**Essential Functions:**

* Plans and coordinates daily activities of a program including monitoring relationships of outside agencies or subcontractors.
* Supervises, trains, schedules, and evaluates professional and clerical staff. (required to use this position)
* Manages budget, including approving finances, tracking expenditures, and preparing reports on current finances.
* Coordinates and assists in training programs for employees, volunteers, and/or the community.
* Plans data management and communications strategy for program. Works with senior management in developing program goals and milestones.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors in realted field

Experience: Four (4) years of program oversight including program planning, budget, and coordination

Supervisory: Two (2) years of direct management experience

Licensure/Certification:

Other: No subsitution of experience for minimum education requirement.

**Knowledge, Skills, and Abilities**

*Managers may provide prefered knowledge, skills, and abilities as necessary.*

Job Code: E1431F

SOC Code: 119199 IPEDS: Management

EEO6 Code: Professional State Code: 9754804

USM eCode: E2314E AAP Code: 1D