



FLSA: COVERED
EEO: 2
JUNE 2023

SHERIFF'S OFFICE PROGRAM MANAGER

DEFINITION

Under direction, assist the Sheriff's Office Administration, as a Program Manager, performing management, administrative and supervisory duties in relation to the planning, implementation, and oversight of law enforcement based grant programs for the Sheriff's Office for the County of Amador. This includes, but is not limited to, staff supervision, program development, program implementation, program monitoring and evaluation, and program service coordination. The incumbent is a member and works collaboratively with the Sheriff's Office Administration.

DISTINGUISHING CHARACTERISTICS

This incumbent classification administers the Sheriff's Office law enforcement based grant programs including researching, planning, applying for, training, program management, budget, policy development, grant management and program evaluation. This incumbent will liaison with in county and out of county entities to establish programs and services that may be required to fulfill grant requirement. The incumbent reports to the Administrative Lieutenant and the Sheriff's Office Administration.

REPORTS TO

Administrative Lieutenant, Captain, Undersheriff, and Sheriff.

CLASSIFICATIONS SUPERVISED

Any staff or contractors assigned to programs and grants directly under the Program Manager classification.

EXAMPLES OF DUTIES

The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

- Keeps Sheriff's Office Administration updated and informed of all critical issues related to the program.
- Collaborates with stakeholders in planning, assigning, and reviewing the work of the programs, the assignment of program objectives and activities, the delivery of

assigned deliverables from grant programs, and required reporting to State or federal entities.

- Assists in budget preparation and administration of the program. Monitors and reports to the administration on the status of the budget.
- Prepares federal, state and local grant proposals; administers grants; prepares grant reports and monitors performance objectives and other grant requirements.
- Prepares and/or approves program work plans and management, productivity, and funding reports in a thorough and timely basis for program management purposes and for all program funding sources.
- Assists the Sheriff's Office Administration in assessing community needs, setting program priorities, and developing a plan of action to meet those needs.
- Develops policies and procedures for the program and ensures compliance and continuous quality improvement through regular monitoring and reports.
- Researches and evaluates legislation and reference information related to federal and state law enforcement programs, plans, and projects; compiles and analyzes information.
- Assist in the development of policies & procedures necessary to monitor the progress of programs.
- Researches, prepares, and maintains a variety of technical, statistical, administrative and narrative reports, and correspondence.
- Keeps informed on latest developments in methods, techniques, equipment and facilities regarding law enforcement programs.
- Ensure compliance with Federal & State laws, regulations, policies & procedures by establishing grant monitoring systems.
- Performs special tasks and projects as assigned by the Sheriff's Office Administration.
- Performs related duties as assigned.

ESSENTIAL QUALIFICATIONS

Knowledge of:

- Principles and methods of administrative supervision, staff development, and training.
- Program development principles, including the design and implementation of community needs assessments, planning, and implementation.
- Grant application and reporting processes.
- Community organizations' activities, other county departments' functions, and other resources pertinent to the operation of the program.
- Application of quality assurance and program evaluation.
- Legislative and administrative rules and regulations pertaining to law enforcement operations.

Ability to:

- Establish and maintain effective working relationships with city, special districts, county agencies, state, federal, community based organizations and other service groups having a role in law enforcement programs.
- Recognize and respect limit of authority and responsibility.
- Conduct training in the various phases of the Sheriff's Office management program.
- Prepare clear, concise and accurate narrative/statistical reports, correspondence, plan elements, procedures, case files, media information and other written materials.
- Communicate and interact effectively (verbally and in writing) with colleagues, supervisors, department managers, the general public, outside agencies, and all other groups involved in the activities of the department.
- Communicate effectively with people of diverse socioeconomic backgrounds and temperaments.
- Secure cooperation and teamwork among professional and support staff.
- Demonstrate tact and diplomacy.
- Prepare, administer and monitor a budget.
- Coordinate grant applications.
- Exercise independent judgment and initiative in solving difficult administrative, technical and fiscal problems or issues.
- Work well under pressure with changing issues.
- Collect, interpret, and analyze data to identify trends, establish/identify needs; evaluate program effectiveness; draw logical conclusions; and make appropriate recommendations.
- Recognize and respond appropriately to problems of a sensitive or political nature.

TYPICAL PHYSICAL REQUIREMENTS

The incumbent must have mobility to work in a standard office environment; use standard office equipment and attend off-site meetings; physical ability to sit or otherwise remain stationary at work post for long periods of time; manual dexterity to use standard office equipment and supplies and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.); vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment and in meetings in the community; some out of town travel required; continuous contact with staff and the public.

TRAINING AND EXPERIENCE

Any combination of training which would likely provide the required knowledge and experience is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education

Bachelor's degree from an accredited college or university with major coursework in emergency management, business administration, public administration, public health or related.

Experience

Three (3) years of full-time paid administrative, technical or operational experience in a governmental emergency services or disaster response agency, emergency services provider, or closely related public health or emergency services program planning and executing emergency preparedness activities. The required experience includes developing plans, educational programs, grant management, program administration and coordinating such activities with local, state and/or federal agencies and organizations.

SPECIAL REQUIREMENTS

- Possession of valid California Driver's license issued by the California Department of Motor Vehicles.
- Ability to pass a law enforcement background check.