



JUVENILE WELFARE BOARD OF PINELLAS COUNTY

The Juvenile Welfare Board of Pinellas County (JWB) has been making the health, safety, and well-being of our county's children a priority for 75 years. We invest in partnerships, innovation, and advocacy to strengthen Pinellas County children and their families.

JOB OPPORTUNITY

August 10, 2022

The Juvenile Welfare Board offers a comprehensive benefits package, including medical, vision, dental, and life insurance as well as vacation and sick leave, tuition reimbursement, and participation in the Florida Retirement System among other benefits.

Position Title:	Senior Manager, Program Administration	Department:	Community Impact and Program Administration
Reports To:	Chief Program Officer	FLSA Status:	Exempt
Pay Grade:	112	Salary Range:	Min. \$75,931- Mid. - \$100,600 - Max. -\$125,269 Salary to commensurate with experience

Position Purpose:

This position leads the performance and operations of the Program Administration unit in the areas of contract management, quality programming, risk management, and reporting. This position is responsible for execution of contracts, program monitoring, and ensuring quality services are delivered to Pinellas County children and families.

Key Responsibilities:

- Lead and supervise the Program Administration unit which includes coaching, defining of roles, identifying responsibilities of each team member, annual performance reviews, and review the ongoing work of the unit to ensure programs are monitored for quality service delivery and in alignment with JWB's Strategic Plan and Result Areas.
- Develop and negotiate contracts, agreements, contract amendments, and special conditions with funded providers that adhere to JWB's funding policies and adhere to any other state and federal regulations.
- Review program monitoring reports for accuracy and professional presentation.
- Provide leadership for a process of on-site consultation, program monitoring, technical assistance, and verification of program and quality assurance. Promote best practices in the delivery of services and programming.
- Oversee insurance requirements for funded programs.
- Coordinate with other JWB managers and teams to provide technical assistance in onboarding of new programs and initiatives during the implementation stage.
- Formulate recommendations for JWB response to agency and contract compliance deficiencies and provide technical assistance to agencies for a response to compliance and quality findings.
- Develop the Program Administration Unit operating procedures, protocols for quality assurance, and compliance review. Develop communication strategies and protocols for the Program Administration Unit.
- Provide and coordinate training, orientation, onboarding, and ongoing support of new staff.
- Work with the Executive Team regarding the Risk Management process internal to JWB. Lead the review of the risk register and record updates, as needed, and schedule meetings accordingly.
- Network and attend a variety of meetings with community and other stakeholders and collaborate with specialists or consultants in related programs areas in order to enhance the effectiveness of services delivery.
- Work cooperatively across the department and agency with other units and teams. Coordinate the evaluation of performance against contract requirements and prepares written reports along with the Evaluation Unit and assists in reviews of budgets and budget amendment requests along with the Program Finance Unit to ensure they align with program services.
- Work cooperatively with the Information and Technology unit on a variety of data systems used for contracting and cataloguing of associated information.
- Participate and at times be the designated lead for the competitive procurement process and review, rank, and make funding recommendations.
- Prepare and present recommendations at official meetings of JWB as needed regarding contracts.
- Perform related work as assigned or required.

Specifications:

- Master's Degree in Social Work, Education, Psychology, Sociology, Public Administration, or related field.
- A minimum of five (5) to seven (7) years' experience in nonprofit program management.
- A minimum of five (5) years' experience in the above field in a supervisory capacity.
- Knowledge of and experience in administrative and programmatic systems in human services organizations.
- Knowledge of best practices in procurement, risk management, and contract management.
- Knowledge of budgeting as it relates to programs and contracts.
- Knowledge of federal and state regulations related to human service organizations.
- Knowledge of best practices, research, and components for quality in assigned strategic focus areas.
- Knowledge and understanding of data systems, data collection, and program evaluation.
- Demonstrated interpersonal skills and excellent organizational skills.
- Ability to manage multiple projects and work with a variety of stakeholders.
- Ability to provide technical guidance and leadership in JWB's strategic focus area(s).
- Ability to communicate superiorly both verbally and in writing.

Additional Requirements:

- Successfully pass a Level 2 background screening as required by Ch. 435 Florida Statutes.
- Possess a valid driver's license and access to reliable transportation.

Working Conditions:

- JWB staff shall reside within the Tampa Bay area. Currently, this is a hybrid-remote position and physical presence at the JWB office or other sites in Pinellas County may be required.

Interested Applicants, please submit resumes by Wednesday, August 31, 2022 to:

Juvenile Welfare Board of Pinellas County, Attn: Human Resources Unit

14155 58th Street N. Clearwater, FL 33760

email: hr@jwbpinellas.org or fax: 727-453-5610 Website: www.jwbpinellas.org

The Juvenile Welfare Board is an equal opportunity employer. The Juvenile Welfare Board is an E-Verify Employer.

Certain service members and veterans, and the spouses and family members of the service members and veterans, receive preference and priority in employment by the state and are encouraged to apply for the positions being filled.

Applicants interested in claiming Veterans' Preference please apply at: www.jwbpinellas.org

All applicants are advised that applications in Florida become a matter of public record upon receipt