



Seminole County Sheriff's Office

PROGRAM ADMINISTRATOR

Class Spec Code: 1090
 Established Date: 01/03/2017
 Last Revised Date: 01/26/2022
 Effective: 01/26/2022

Salary Range

\$23.90 - \$38.30 Hourly

Bargaining Unit

N/A

EEO

EEO4-Technicians

Occupational Group

N/A

FLSA

Non-Exempt

Benefit Code

FT BENEFITS

Physical Class

DTME

Classified Service

No

General Description

Professional and administrative social work; performing the coordination, implementation, and monitoring duties for a Family and Youth Services Program. Work is performed under the supervision of an assigned supervisor and is reviewed through observations, reporting and results achieved.

Typical Duties

Note: Listed functions, duties, responsibilities and skills is not intended to be all-inclusive and the employer reserves the right to assign additional responsibilities as deemed necessary for the operational efficiency of the Sheriff's Office.

Develop, organize, establish and evaluate work processes and procedures for the delivery of program services and to fulfill program objectives.

Interprets applicable laws, regulations, and guideline relative to specified program, resolves problems, and provides recommendations for operational efficiency and effectiveness; ensuring programmatic compliance.

Serves as management support and is responsible for collaborative coordinated interaction with public and private agencies, prepares required program and statistical reporting, and maintains contact with federal, state, or local agencies to ensure appropriate monitoring and reporting for grant management.

Ensures fidelity in the principles of the program to include that is a family driven, youth guided, culturally and linguistically competent, and evidence based.

Monitors budget activity, reviews monthly expenditure reports, and submits required invoices for payment.

Works with Finance/Grants Administration/Compliance Section in the examination of files/records as they pertain to grant funding

Minimum Qualifications

- Bachelor's Degree in Social work, Sociology, Psychology or closely related field or an equivalent combination of training and experience. Experience in any of the above mentioned areas is encouraged.
- Strengths should include reviewing, preparing and monitoring of grant evaluating and reporting on compliance.
- Must possess and maintain a valid Florida Driver's License

Knowledge, Skills, Abilities & Other

Regular and prompt attendance is mandatory in the performance of an employee's duties for this position, to include scheduled work hours, and required training activities, calls for mandatory overtime needs and calls for service during times of an emergency.

Extensive knowledge of the social services practices and principles.

Knowledge of business English, spelling, punctuation, arithmetic, and modern office practices.

Considerable knowledge of office software including Microsoft Word and Excel.

Ability to maintain records and filing systems in an orderly and consistent manner; to work independently in carrying out assignments to completion; to make decisions based on factual data; to present ideas clearly and concisely, both orally and in writing; to establish and maintain effective working relationships with the media, co-workers, interagency personnel, and the general public; to multi-task and work efficiently under tight deadlines with careful attention to detail.

WORKING CONDITIONS

The duties of this position may be performed in a sedentary position and may include stand or walk for extended periods of time. The incumbent may be required to work any schedule that fulfills the needs of the position and may include being called in on short notice.

PHYSICAL ATTRIBUTES REQUIREMENTS

Mobility-Most work is sedentary, some standing, walking, driving; constant use of a computer.

Visual-Constant overall vision; constant eye-hand coordination; frequent reading/close-up work.

Hearing/Talking- Requirement to hear normal speech; hearing on telephone; talking on telephone or during presentations.

Emotional/Psychological-Frequent public contact; decision-making and concentration; may be exposed to trauma, grief, graphic violence and death.

Special Requirements- Ability to behave respectably and with utmost integrity even when off duty. May be required to respond for any critical incident, manmade or natural; some assignments may require being recalled to work on short notice, working weekends, nights, and/or overtime.