



Job Announcement

Job Title: Senior Program Manager
Department: Adult & Aging Commission

Summary: Provides administrative and management support to the Sacramento County Adult and Aging Commission in fulfilling its purpose.

Salary: \$43,000 annually plus benefits

Essential Duties and Responsibilities include the following: (Other duties may be assigned.)

- Serves as executive staff to the Adult and Aging Commission, managing and overseeing its operation and its committees.
- Assures that appropriate records are maintained and required reports, activities and plans are prepared or implemented in a timely manner.
- Assists members in developing and implementing Commission and committee work plans.
- Assists in developing and implementing special projects, such as needs assessments and community plans.
- Understands the bylaws, related policies and procedures, and legislative mandates and assists in compliance with these governing policies.
- Researches and analyzes data, reports and policies and formulates recommendations for consideration.
- Plans and oversees outreach efforts to elicit broad community representation.
- Prepares a variety of written materials including correspondence, policy reports, narrative and statistical reports.
- Prepares annual budget and monitors expenditures.
- Communicates and works with funders and major stakeholders and other appropriate agencies to carry out work.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and/or Experience:

- Bachelor's degree (BA/BS) from four-year college or university in related field.

Senior Program Manager, Cont.
Adult and Aging Commission

- Four years related progressively responsible work experience, three of which should include experience in program development, community organizations, budget review, staff supervision, policy development, data collection and analysis.

Supervisory Responsibilities:

Directly supervises a varying number of staff and consultants.

Other Skills and Abilities:

- Must have knowledge of: group process techniques; organization and structure of the human service system; planning and research techniques; human service issues; and staff supervision techniques.
- Must be able to: use correct English, both oral and written; relate to and work in a goal-directed fashion with people, individually and in a group setting; facilitate group projects; research and prepare reports and studies; work with a diverse membership; and engage a board or commission in fulfilling its purpose, goals and objectives.

Application Process:

Job applications are available online at communitycouncil.org under the Employment section or one can be sent to you by calling (916) 447-7063, ext. 410. Send completed application and resume to:

Community Services Planning Council, Inc.
c/o AAC Senior Program Manager position
909 12th Street, Suite 200
Sacramento, CA 95814

Application Deadline: Open until filled.

The Community Services Planning Council is an Equal Opportunity Employer.

