

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
7 NORTH 31<sup>ST</sup> STREET  
BILLINGS, MT**

**VACANCY ANNOUNCEMENT**

**~EXTERNAL/INTERNAL~**

**POSITION:** Program Manager

**PROGRAM:** Emergency Services, Section 8, SNAP E&T

**WHO MAY APPLY:** All Qualified Individuals

**WORKSITE:** 7 N 31<sup>st</sup> Street, Billings

**RATE:** \$19.14 - \$24.27 / per hour DOE

**HOURS:** Exempt

**OPENING DATE:** Immediately

**CLOSING DATE:** November 9, 2018

**WORK SCHEDULE:** To Be Established By Supervisor

**QUALIFICATIONS:** See Job Description

**HOW TO APPLY:** Submit Completed HRDC Application Form located at [www.hrdc7.org](http://www.hrdc7.org) along with Current Resume and Cover Letter to:

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
P.O. BOX 2016  
7 North 31<sup>st</sup> Street  
BILLINGS, MT 59103**

HRDC is an Equal Opportunity Employer

**JOB DESCRIPTION**

## **DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL**

**Functional Title:** Program Manager  
**Program:** Emergency Services, Section 8 & SNAP E&T  
**Supervisor:** Program Director  
**Status:** Exempt

### **JOB SUMMARY**

Under the supervision of the Program Director and in accordance with the direction and mission of District 7 HRDC, the Department Manager is delegated the responsibility for the management and day to day operations of the Emergency Services, Section 8 and SNAP E&T programs.

### **MISSION OF ORGANIZATION**

Through its mission, HRDC empowers people in need through the mobilization and development of community resources creating opportunities for success in Big Horn, Carbon, Stillwater, Sweet Grass, and Yellowstone Counties. All HRDC activities focus on 6 national goals: Self-sufficiency, community revitalization, community ownership and pride, partnerships among supporters and service providers, agencies increase their capacity, and strengthen families and communities.

### **ESSENTIAL DUTIES**

#### **Management and Administration:**

- Supervises and leads subordinate staff and volunteers in a fair and productive manner in accordance with the agency's policies, and applicable state and federal laws
- Participates in the selection process, performs employee evaluations, enforces discipline, and terminations as required
- Communicates and implements policy and policy changes to his/her staff
- Resolves employee and client grievances according to established policy and procedures

#### **Financial:**

- Assists with and monitors all program operating budgets, expenditures, and provides comprehensive program reports as required

#### **Operations:**

- Works in conjunction with the Program Director and other staff to ensure the mission of the agency and its respective programs are implemented and comply with program contracts, state, and federal regulations
- Researches and assists in grant writing and funding opportunities
- Evaluates and modifies programs as required with the approval of the Program Director
- Communicates all program changes and directives to and from the Program Director, staff, and other program directors
- Manages and coordinates program activities in compliance with funding sources

**Compliance:**

- Provides timely reports as required by respective programs and agency requirements. Updates, communicates, and implements all program changes that reflect and impact compliance requirements
- Identifies, collects, tracks, and utilizes data to establish program outcomes and reporting requirements

**Professional Development:**

- Assesses, secures, and implements training for applicable programs
- Attends professional development activities

**Community:**

- Serves as liaison for all program related matters internally and with other key agencies within the community
- Attends meetings on behalf of HRDC and maintains on-going communication and networking with community partners and funders
- Establishes new partnerships

**Goal Setting:**

- Establishes, monitors, and supervises staff in achievement of agency and program goals
- Implements agency work plans at the program level to ensure achievement of set goals

**Innovation:**

- Creates and promotes an environment for innovation that rewards ideas and supports change
- Implements positive suggestions from program team
- Monitors outcomes to determine whether they further program and agency goals
- Brings creative suggestions and potential solutions to direct supervisor regarding work barriers and team efficiency

**Additional Knowledge, Skills and Abilities:**

- Integrates knowledge of budgeting and management experience into program operations
- Effectively **communicates** on all platforms
- Demonstrates **dependability** and **punctuality**
- Adheres to a consistent work schedule
- Demonstrates **professionalism** in the workplace
- Models an objective and non-judgmental attitude
- Nurtures, builds, and mentors employees to build a cohesive team

## MINIMUM QUALIFICATIONS

**Education and Experience:**

Bachelor's degree (B.A.) in Human Services or related field, minimum of 2 years related experience, or equivalent combination of education and experience.

**Licenses and/or Certifications**

Must possess a valid Montana Driver's License, proof of personal automobile insurance and must meet insurability requirements for agency automobile insurance policy.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally move up to 25 pounds; maintain a stationary position while using a computer; frequently communicate with co-workers and members of the community on the phone, in writing and in person; needs to move about inside the office to access file cabinets, office machinery, etc.

## **WORK ENVIRONMENT**

The work environment is typical of that of an office setting. The employee must occasionally move up to 25 pounds; maintain a stationary position while using a computer. Tasks will involve extended periods of time at a keyboard or work station.

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