



## Imperial Valley Regional Occupational Program

687 State Street • El Centro, California 92243

(760) 482-2600 • Fax (760) 482-2750

website: [www.ivrop.org](http://www.ivrop.org)

Edwin P. Obergfell  
Superintendent

### ANNOUNCEMENT OF POSITION VACANCY

June 13, 2017

TO: Candidates and Placement Agencies

VACANCY: **Program Manager**, 1 Full-time position  
(Working with Home Instruction for Parent Preschool Youngsters HIPPY Program)  
Position contingent upon funding

LOCATION OF JOB: Imperial County, CA

APPLY AT: Imperial Valley Regional Occupational Program  
687 State Street, El Centro, CA 92243  
Office (760) 482-2600 or at  
[www.edjoin.org](http://www.edjoin.org)

DEADLINE FOR FILING: June 26, 2017 at 5:00 pm, or until filled

SALARY: \$3,757 - \$4,566 per month  
Depending on qualifications

IMMEDIATE SUPERVISOR: Juan Campos, Education Coordinator

INTERESTED QUALIFIED APPLICANTS SUBMIT: 1) Completed Classified Application Form  
2) Resume of Education and Work Experience  
3) Cover Letter

**NOTE: Only original applications will be accepted. No faxed copies or postmarks will be accepted.**  
**Application must be submitted directly to IVROP Administrative Office or on [www.edjoin.org](http://www.edjoin.org).**

IVROP recommends a National Career Certificate for all applicants to this position.

The IVROP shall require that each new employee obtain a medical, pre-employment physical examination and testing for drugs from a licensed medical doctor or provider chosen by the IVROP at the IVROP's cost. The examination results remain confidential.

To comply with the Immigration Reform and Control Act of 1986, all new employees must provide proof of identity and authorization to work in the United States.

EQUAL OPPORTUNITY EMPLOYER  
WOMEN & MINORITIES ARE ENCOURAGED TO APPLY

# **Imperial Valley Regional Occupational Program**

## **JOB DESCRIPTION**

### **Job Title: Program Manager**

Under the supervision of the Superintendent or Director, the Manager ensures that assigned programs accomplish outcomes and goals by planning, organizing, directing and evaluating the programs. The Manager provides supervision and evaluation of team members. The Manager may represent IVROP in various community collaborations and inter-agency efforts.

### **Position Scope:**

### **Essential Duties:**

1. Researches community needs and sets program goals based on desired community outcomes and goals committed to IVROP, its partners, and funders.
2. Plans, organizes and oversees implementation of programs, including data collection for program evaluation and preparation of reports.
3. Ensures that program delivers services to the number of participants as required.
4. Ensures that program practices meet standards for the field, meet regulations regarding child safety and confidentiality and that team members meet qualifications, have certifications, and receive training as required.
5. Provides observation, coaching and supervision for all assigned team members and conducts performance reviews as scheduled.
6. Facilitates meetings among team members and with community groups.
7. Provides accurate and timely information to IVROP team members, participants, employers, partners, and other customers.
8. Communicates in a way that is professional and respectful to all concerned.
9. Maintains a network of resources for participants through outreach to individual organizations and ensuring IVROP participation in collaborations with related goals.
10. Creates links and maintains communication between business and participants and ensures that training of participants and consultation with businesses contributes to business' and participant's ability to sustain participant's employment.
11. Attend meetings, in-service workshops, trainings and conferences.
12. Maintains confidentiality regarding participants, personnel, and all internal organization information.
13. Prepares and monitors program budgets and provides monthly or quarterly revenue and expense reports as required. Ensures that each program operates within its budget.
14. May be assigned to special projects related to this scope of work.
15. Performs related duties assigned by the Superintendent.

### **Supervisory Requirements:**

1. Supervises and maintains qualified staff.
2. Clearly communicates corporate expectations of performance and accountability.
3. Determines and assesses standards of performance as a basis for annual performance reviews.
4. Develops and communicates concise, evident, achievable and timely performance outcomes.
5. Recommends salary adjustments, transfers, promotions, discipline and dismissals in a timely manner.
6. Ensures that employees receive the appropriate training and are provided the necessary tools to succeed.

7. Fosters a cooperative and harmonious working environment to maximize employee morale and productivity.

**Education, Experience and Skills Required:**

1. Bachelor's Degree in Education, Social Science, Sociology, Psychology, Counseling, Human Services, Business or Public Administration.
2. Master's Degree and Administrative Credential preferred.
3. Prior program management, oversight, data monitoring and evaluation experience (2 years minimum preferred).
4. Prior supervisory experience (2 years minimum preferred).
5. Prior program report writing experience (2 years minimum preferred).
6. Prior experience facilitating meetings, addressing small and large groups, delivering staff development workshops, and collaborating with business, public and education leaders (2 years minimum).
7. Ability to read, write and communicate effectively in English; ability to address an elected board.
8. Ability to drive a personal vehicle to conduct work; travel to other sites; meetings and workshops; travel in county and out of county.
9. Ability to type 30 wpm and do basic business arithmetic.
10. Practical application of MS Word, MS Excel, MS Outlook and MS PowerPoint for Windows is required.
11. Ability to use standard office machines such as a personal computer, calculator, copier, fax machine, telephone, etc.
12. Valid California Driver's License and evidence of minimum liability insurance.

**Physical Requirements:** Visual/hearing ability sufficient to comprehend written/verbal and telephone communication. Ability to sit for long periods, standing, computer entry, walking, reaching, repeated bending, lifting and carrying up to 20 lbs. Ability to travel within and outside the county as needed.

**Environmental Requirements:** Must be able to work indoors in a predominately sedentary position. Wide range of physical motion required to include bending, twisting, standing, walking, carrying boxes and supplies, sitting for long periods of time, answering the telephone, using hands to type and enter data and perform a wide-range of office and clerical duties

**Scheduling and Availability:** Standard work schedule, Monday through Friday with an hour for lunch. Employee must be willing to work additional hours when requested and willing to assist other departments during staffing shortages as needed. Position is 40 hours per week and may require a flexible schedule that includes working evenings or weekends.