

## AgriLife Position Description

Last reviewed: 12/7/2011

**8788**

### **PROGRAM MANAGER**

#### *SUMMARY*

**General Description:** Designs, implements and manages the assigned program.

#### *DUTIES*

**Typical:** Identifies funding opportunities; conducts program assessments; prepares program reports; oversees and manages program marketing and communications; manages program databases; supervises program staff; plans research activities; coordinates program events; participates in strategic planning; manages program files; establishes program standards and objectives; directs logistical activities to promote the success of programs; develops and implements project timelines and ensures deadlines are met; oversees program budget; ensures goals and objectives of grants are met; assists in proposal writing; compiles and analyzes program statistics; performs other duties as assigned.

#### *SUPERVISION*

**Received:** General instruction and periodic review by administrative supervisor.

**Given:** May supervise subordinate staff.

#### *EDUCATION*

**Required:** Bachelor's degree or higher in relevant field, or equivalent combination of training and experience (eight years of experience with a High School Diploma, four years of experience with an Associate's Degree).

**Preferred:** Master's degree or higher in relevant field.

#### *EXPERIENCE*

**Required:** Five years of experience in administration, program management or a related field.

**Preferred:** Six or more years of experience in administration, program management or a related field

#### *LICENSES, CERTIFICATES OR REGISTRATION*

**Required:** None.

**Preferred:** None.

#### *KNOWLEDGE, ABILITIES AND SKILLS*

**Required:** Excellent verbal and written communication skills. Ability to use word processing, spreadsheet and database programs. Ability to multi-task and work cooperatively with others.