

CRIMINAL JUSTICE PROGRAM MANAGER**Nature of Work**

Under administrative direction, performs complex administrative, managerial, and supervisory work with responsibility for a major program component within the Division of Criminal Justice Services. Responsible for developing and implementing methods related to program specialty area. Provides information, advice, or data to management for program decisions. Supervises the work of professional, technical and support personnel. Performs related work as required.

Examples of Work

Directs and coordinates staff in the implementation and administration of state and federal programs.

Interacts with federal and state agencies on program administration, funding levels, and interpretation of regulations and policies.

Supervises the evaluation of criminal justice grant-in-aid and/or technical assistance programs.

Supervises the development of the budget for grant programs and recommends the allocation of funds.

Oversees the disbursement of grant monies to sub-grant agencies.

Writes reports on grant program operations.

Interacts with non-profit agencies, federal, state, regional and local government officials and agencies, and community leaders relative to program guidelines.

Knowledge, Skills and Abilities

Knowledge of criminal justice needs of the target population of grants administered.

Knowledge of the state and federal criminal justice programs.

Knowledge of federal and state grant financial guidelines and reporting requirements.

Ability to evaluate grant proposals of eligible agencies and recommend funding levels.

Ability to work effectively with federal, state, regional, and local officials, community leaders, and agencies in program administration.

Ability to prepare written reports on program activities.

Ability to supervise the work of others.

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CRIMINAL JUSTICE PROGRAM MANAGER CONT'D.

Minimum Qualifications

Training: Graduation from an accredited four-year college or university.

Experience: Six years of full-time or part-time equivalent paid professional experience in grants development or grants administration, program planning, project administration or criminal justice, including two years in a supervisory capacity.

Substitution: A master's degree from an accredited college or university may substitute for one year of the required non-supervisory experience.

Established: 04/19/01

Effective: 07/16/01