



Southern Mississippi Planning & Development District

BUILDING A STRONGER MISSISSIPPI

**PROGRAM ADMINISTRATOR
JOB DESCRIPTION**

General Statement of Duties:

The Program Administrator will be responsible for the implementation and execution of the SMPDD Career Skills Education Pathways (STEP) Program objectives. This position includes grant management administrative work in which the individual has oversight of a state/federal funded program and subordinate personnel. The job duties include responsibility for analyzing both programmatic and fiscal issues and requires a high degree of independent judgment in the interpretation and application of rules, regulations, and policies. Office location: Gulfport or Hattiesburg SMPDD office, dependent on residency of person chosen.

Duties and Responsibilities:

- Serves as liaison between the Economic Workforce Development Assistant Division Director and the program he/she is overseeing
- Provides administrative leadership and training to subordinate personnel
- Develops policies, procedures, and program directives as needed
- Creates strategies to promote efficiency and improve service delivery of the program
- Plans, directs, and coordinates activities through staff for the success of the program
- Conduct subrecipient and/or training vendor monitoring and provides technical assistance as needed
- Maintain updated labor market information to ensure knowledge of high demand, priority occupations in the 24-county workforce area
- Compiles and submits monthly reports on program activities and performance with recommendations to meet program goals
- Proficiency in case management and data-tracking software, with the ability to accurately document services, analyze participant data, and ensure compliance with state and federal reporting requirements
- Reviews, tracks, and analyzes quarterly benchmark data related to performance outcomes
- Reconcile and approve training vendor invoices
- Track and approve supportive service and barrier mitigation payments to participants
- Review and approve Payroll Services Provider invoices
- Conduct outreach and recruitment activities for TANF participants as needed
- Recruit industry partners to develop participant work-based learning sites as needed

- Maintain confidentiality as it pertains to Career STEP participants
- Ability to travel throughout the 24-county service area as needed to perform job expectations
- Attend required training and meetings

Knowledge and Skills:

- Critical thinking skills
- Excellent interpersonal, verbal, and written communication skills
- Ability to work with diverse populations
- General knowledge of federally funded job training programs
- Excellent organizational skills
- Ability to work independently
- Proficient in Microsoft Office programs- Excel required
- Strong ability to problem solve

Education and/or Experience:

- Bachelor's Degree in Education, Public Administration, Social Work, or related field preferred
- Experience in Grant Management
- Experience working with economically disadvantaged population
- Experience supervising and leading team members
- Equivalent combinations of education and experience may be considered

Salary Range: \$53,000 to \$58,000 yearly salary with benefits

Reports to: Economic Workforce Development, Assistant Division Director
This position is funded through the MDHS TANF WTEP program