



**POSITION:** DIRECTOR OF PROGRAM OPERATIONS  
**DEPARTMENT:** HUMAN SERVICES  
**FLSA STATUS:** EXEMPT  
**PAY GRADE:** 75  
**SALARY RANGE:** \$73,541.52 - \$112,973.75

### **General Description of Duties**

The Director of Program Operations directs, administers, and manages the Trust's operation and planning and evaluations components and staff. The Director of Program Operations assumes administrative responsibility for the organization in the absence of the Executive Director.

### **Primary Tasks and Responsibilities**

- Prepare and administer the annual funding cycle, contract management, fund distribution, program monitoring and evaluation, needs assessment, and policy direction
- Direct the implementation of the CTAC Strategic Funding Plan
- Direct planning, monitoring, and evaluation process of funded organizations
- Monitor performance of funded organizations/programs
- Participate in the development of the budget
- Direct the funding process, including the development of the solicitation documents, bidding conferences, review and scoring, recommendations for awards and orientation process for awarded contracts
- Direct the contracting process, including activities that ensure contract compliance
- Develop and implement the organization's Program Funding policies
- Identify and coordinate the implementation of special projects and the creation of strategic partnerships to support the organization's mission
- Manage and supervise program staff and is responsible for the overall direction, coordination, and evaluation of staff
- Supervises staff in accordance with the organization's policies and applicable laws
- Coordinate collaborative opportunities with local/regional funding partners, as well as the logistics and communication regarding meetings with other funders and any joint evaluations
- Represent the Trust externally when deemed appropriate by the Executive Director

### **Minimum Education and Training**

- Bachelor's degree
- Five years of professional experience

**This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described, and may be amended at a time and to the sole discretion of the Children's Trust of Alachua County.**

**COMPLETE AND ATTACH: ADA Checklist**