



CLASS SPECIFICATION

Class Title: RSVP Project Manager
Department: Health – Senior Services
FLSA: Non-Exempt

Class Code: 520
Eff. Date: 11/28/12
Grade: 21
Revised: 1/9/19

GENERAL PURPOSE

Under general supervision of the Senior Services Division Director, performs management, supervisory and coordination duties for the RSVP program in Davis County.

EXAMPLE OF DUTIES (Any one position does not include all of the duties listed; nor do the listed examples include all duties which may be found in positions of this class.)

Provides administrative oversight of RSVP; ensures compliance with the terms and conditions of the grant and applicable federal regulations regarding training, staff supervision, monitoring staff performance, maintaining work schedules, reviewing financial statements, preparing annual budgets, developing and implementing policies, and generating required reports.

Supervises staff and volunteers; participates in hiring, orienting and training; assigns and reviews work; identifies and addresses performance/behavior problems in a timely manner; prepares employee performance plans and completes evaluations in accordance with policies, procedures and practices.

Coordinates with and works cooperatively with other staff, Senior Services Advisory Council members, volunteer station staff, and officials of the Corporation for National and Community Service to plan and implement the RSVP project. Works with other staff and community groups to support resource development. Works closely with Senior Services Advisory Council soliciting advice and assistance on matters affecting project operation.

Oversees program activities and supports coordinators as they assist volunteers and volunteer stations; provides leadership, information, consultation; ensures volunteer stations are visited on a regular basis to monitor program progress; identifies problem areas and initiates correction action; mediates concerns or conflicts as issues arise. Informs Division Director, in a timely manner, on issues relating to RSVP; recommends solutions to problems.

Responsible for project public relations; initiates and coordinates public relations activities to recruit volunteers and publicize the program. Develops positive public relations and communications in the community; provides and presents informational programs to interested groups and organizations. Prepares newsletters, brochure/flyers and other media materials; serves on community boards, councils, and committees and hosts volunteer recognition events.

Tracks and monitors monthly expenditures and data reports to ensure project goals and objectives are being met; works closely with department accountant to ensure project operates within the approved budget; prepares fiscal, statistical, and narrative reports as needed or as requested.

Creates and maintains program records, and ensures accuracy of information and data. Ensures federal reports are prepared and submitted in compliance with grant requirements.

Maintains program quality; plans, develops, implements, and evaluates annual program goals and objectives; ensures at least fifty percent of volunteers are placed in outcome-based assignments with measurable results designed to meet critical community needs, and offering meaningful opportunities for volunteers to serve the community.

Maintains professional knowledge and skills; attends relevant workshops, training, and conferences; reviews professional materials and literature; actively participates in professional organizations.

Performs other related duties as assigned and as allowable within the RSVP statute, program regulations, and other applicable policies.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Graduation from an accredited college or university with Bachelor's Degree in social science, gerontology, education, public or business administration, or a related field, plus two (2) years of full-time paid experience performing program management and/or supervisory duties. An acceptable combination of education and directly related experience may be considered. A related Master's Degree may be substituted for up to one (1) year of experience.

Preference may be given for related experience working with non-profit or volunteer organizations, or working with older adults.

2. Special Qualifications:

Must pass a criminal history background investigation.

Must furnish personal transportation for on-the-job travel.

Must possess a valid driver license; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

Operate a motor vehicle in a safe manner and in compliance with all applicable rules and regulations.

Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

3. Necessary Knowledge, Skills and Abilities:

Considerable knowledge of: RSVP program requirements; volunteer management; aging process; grant management; strategies to foster community partnerships; customer service; culturally diverse populations; budget and financial management; statistical and narrative report preparation and writing; gerontology and community resources available to senior citizens. Working knowledge of: marketing concepts and strategies; effective supervisory practices and techniques; department and County Policies and Procedures.



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Skill in: using all applicable computer hardware and software programs/applications, including MS Word, Excel, PowerPoint, and Publisher; office equipment including a multi-line telephone, copier, fax machine, calculator, etc.

This position requires the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: assign, supervise, and evaluate the work of others; exercise sound independent judgment; apply critical thinking skills; analyze and solve problems; manage and track program budgets; prepare financial, statistical, and narrative reports; initiate and implement programs and policies; perform multiple tasks simultaneously; effectively organize and prioritize assignments, and meet deadlines; make public presentations; coordinate schedules; effectively work with the public and with culturally diverse populations; receive, resolve, and respond to complaints; address performance problems in a timely manner; efficiently use computer hardware and applicable software; communicate effectively (verbally and in writing); follow written and oral instructions; establish and maintain effective working relationships with supervisors, other employees, and the general public.