

**DEVELOPMENT SERVICES AGENCY
EMPLOYMENT OPPORTUNITY**

Job Title: Manager, Program Operations

Starting Salary: \$70,000 yr. + based on qualifications
Job Classification: Administrative Staff
Division/Office: Community Services/Community Development
Location: 77 South High Street, 25th Floor

Position Number: 20011373
Job Status: Unclassified Exempt

Work Hours: 8:00 am to 5:00 pm, M-F

POSTING DATE: JUNE 7, 2021

DEADLINE FOR APPLYING: JUNE 28, 2021

Job Duties:

Budgeting:

Works with Deputy Chief to compile the annual action plan budget; tracks, monitors, & maintains all operating & grant administration budgets; works with program staff to allocate grant funds across all OCD projects; continually reviews, analyze, & adjusts office funding sources, implementation budgets, & grant funding levels based on fluctuations to program execution; enters all information into the grants management system & ensures the information is correct; Input, maintains, adjusts, & audits grant & project data into the federal grants management systems, IDIS & DRGR; advises OCD Deputy Chief on fiscal & budgetary issues.

Office liaison to the Office of Information Technology:

Initiates new programs across the grants management system by activating the program each new program year: Makes changes to applications in terms of eligible program activities, application due dates, & required documentation; ensures all modules of the grants management system are functional & evaluates requests for modifications to the system to determine operational gain versus the cost of the modification; manages the process of fixing problems with the grants management system; Identifies needs, collects business requirements from internal & external stakeholders, & manages the process of implementing changes & enhancements to the operational systems (e.g., OCEAN, Salesforce, Business Intelligence Reporting System) used in the administration of OCD programs & support Agency/Office stakeholders both internal & external; collects business requirements & validates changes to grant applications are implemented, deployed to the grants management system, & align with the data required by the federal government; tests & validates that all changes & enhancements to the operational systems (e.g., OCEAN, SharePoint, Salesforce, Business Intelligence Reporting System) used in the administration of OCD programs are correctly implemented & support Agency/Office stakeholders both internal & external; acts as the project lead in developing a new grants management system – the migration of system modules from the existing system to Salesforce; develops technical documentation & workflow instructions for grantee & internal training.

Management of Section:

Acts as manager of Office of Community Development's (i.e., OCD) Program Operations Section: Supervises section staff members (i.e., oversees assignments, evaluates employee performance, develops, implements & researches financial, technical & other resources for program development & expansion, develops program goals & objectives); plans, directs, & coordinates grant management (e.g., oversight of grant agreements, encumbrance of funds, letter-of-credit draw process, oversight of grantee reporting & grantee financial management, financial monitoring of grant awards & grant closeout process, oversight of accurate grant documentation/file management; compiles information for & submits required federal reports (e.g., HUD reporting/ final closeout SF-425, & documentation for the Federal Funding Accountability & Transparency Act [i.e., FFATA]); manages grantee correspondence & communication verbal, written, & electronic with grantees including notices of monitoring visits, grant agreements, & grant close-outs; works with the OCD Special Project Manager to implement OCD training logistics (e.g., personnel service contracts, computer training); develops internal & external policies & procedures for fiscal & grant management; acts as office liaison to Agency Audit Office; works with managers to resolve audit concerns & findings, assists with identifying high risk financial factors in grantees.

Reporting, process documentation, & training material development:

Plans, develops, publishes & maintains internal & external process documentation for office operational systems (OCEAN, SharePoint, Salesforce, OCD Data Warehouse) including reference & training material used by internal & external stakeholders in the operation of said systems; works directly with the Information Technology (IT) team as the office liaison to plan, develop, test, maintain, & deploy system generated user reports & grantee correspondence including actionable notifications of work to be initiated by grantees & internal staff; provides training & technical assistance via in-person, telephone, email, & web-based sessions to stakeholders, internal & external; works with & solicit other section managers & staff members to collect, compile, prioritize, test, & deploy enhancements needed for section specific modules within the operational systems (e.g., OCEAN, SharePoint, Salesforce, OCD Data Warehouse) used by Agency/Office stakeholders, internal & external.

Manages OCEAN user processes: Defines & determines user roles, authors & deploys new roles, manages user agreement revisions & intake process, manages & supports new user set-up & maintenance, & manages & supports user account & password resets.

Qualifications: (A test may be given to determine qualifications)

1. Bachelor's Degree in Accounting, Finance or related field plus substantial experience in accounting & finance.
OR
Equivalent experience in government or grant financing.
2. Previous experience in fiscal administration of private or state or federally funded grant programs preferred.
3. Previous supervisory experience preferred.
4. Excellent written & verbal communication skills.
5. PC proficiency in using word processing, spreadsheet software & other technology platforms. Expert proficiency in MS Excel required.
6. Strong technical troubleshooting skills required.

The final candidate selected for this position will be required to undergo a criminal background check & drug screen. Criminal convictions do not necessarily preclude an applicant from consideration for a position. An individual assessment of an applicant's prior criminal convictions will be made before excluding an applicant from consideration.

TO APPLY, VISIT THE STATE OF OHIO WEBSITE AT: <http://careers.ohio.gov> or <http://ohiomeansjobs.com>

Development Services Agency, Human Resources Office
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