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# Example of Program Director Job Description

Our company is growing rapidly and is looking for a program director. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for program director

* Foster business development opportunities and strategic relationships in the region
* Partner with advocacy and key provider groups
* Responsible for ensuring all contractual reporting requirements as outlined in delegation agreements on behalf of the program and state
* Oversee comprehensive reporting and analysis of program utilization, cost, quality and related performance indicators
* Direct supervision of co-located staff
* Primary liaison to service center operations
* Direct supervision of nurse supervisors and collaboration with supervising STI physician to insure medical standards and guidelines are adhered to for consistent high quality & efficient service delivery
* Optimize and monitor clinic workflow to maximize staff productivity while maintaining patient centered care that includes decrease patient wait time
* In conjunction with nurse supervisors, supervising physician, and clinicians, implement and refine clinical and administrative performance measurements for ongoing quality assurance and continuous quality improvements
* Manage organizational change for the clinics, which includes staff morale, strategic re-alignment as necessary, and human resources planning

## Qualifications for program director

* Prior experience as a Program Director or Assistant Program Director preferred in Country format
* Strong background in deliverying Infrastructure Modernization, Data Migration and Software Development programs or projects
* Oversee Project Managers, professional staff, vendors and / or consultants
* Expertise in Vendor Management including tracking of vendor deliverables and milestones
* 8+ years’ experience in provision of leadership at the national, state or local level, training and technical assistance and/or consultation with early childhood program directors, boards of directors, staff and parents
* Fifteen or more years of progressively complex program administration experience with at least nine of those years managing programs