



Example of DIR-Program Job Description

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Our growing company is looking to fill the role of dir-program. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for dir-program

- Serves as a liaison between other City departments, outside agencies and the general public and other City and agencies
- Represents the department in meetings and special task force initiatives to address various community and public service issues
- Manages and directs special projects and initiatives
- Acts as a liaison with various local, governmental, and community based coalitions and agencies in an effort to enhance and promote departmental services and programs
- Oversees the development, duplication and marketing of materials used to promote social or public service programs
- Identifies and researches specific problems and areas of opportunities and concerns and makes recommendations necessary to ensure program and operational efficiency
- May oversee staff responsible for the oversight of a social or public service initiative or program (e.g., setting program goals and priorities, delivery of program services, and monitoring of delegate agencies)
- Provide overall administrative leadership and oversight of the daily operations and planning of the face-to-face educational programs division, with approximately \$20 million in budgetary oversight
- Establish and maintain consistent communication with the director, assistant directors, coordinators, and other divisional leadership to make sure all deliverables and expectations are being met
- Work with divisional managers across the organization (such as marketing, finance, information technology, and admissions) to coordinate the deadlines

Qualifications for dir-program

- Previous work experience in municipal waste, sustainability programs or environmental programs
- Previous work experience in implementing process improvements or performance management
- Previous work experience in analyzing statistical data and reports for program efficiency, work process flows
- CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- MANAGEMENT OF PERSONNEL RESOURCES – Motivate, develop, and direct people as they work and identify the best people for the job
- JUDGEMENT AND DECISION MAKING – Consider the relative costs and benefits of potential actions to choose the most appropriate one