



Example of Program Administrator Job Description

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Our innovative and growing company is hiring for a program administrator. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for program administrator

- Ensure integration of evidence-based practices into the services provided by the methadone maintenance treatment program
- Assist with redesign of program based on organizational and extra-agency changes
- Monitor and make adjustments to spending to ensure adherence to departmental budget
- Ensure program provides services according to the regulations and/or standards of NYS OASAS, NYC DOHMH, DEA, and the Joint Commission
- This position also takes on a cross-functional role in supporting the sports licensing approval process, working with both merchandising and operations on approval submissions, sample ordering and tracking, and overall approval process ownership
- Managing the department's workflow and annual calendar
- Collaborates with the Chair on development and execution of the Department's strategic initiatives in research, education, clinical care delivery, and development. Formulates annual department management plan for presentation to Medical Center leadership ensuring responsiveness to all pillars of excellence. Monitors the progress of the plan and works with the Chair and Directors to modify as needed
- Initiates, and in collaboration with the finance staff, developments business plans for new/consolidated practices business plans for Department initiatives
- Facilitates the Department's mission for education of residents, fellows, medical students, and other neurology providers, as needed (advanced

- Oversees space planning, utilization, and renovations. Represents the Department's physical space needs to Medical Center leadership. Assesses needs of new/expanding programs, and when appropriate, manages rightsizing of programs

Qualifications for program administrator

- Active Top Secret SCI Clearance with a Polygraph - TS/SCI with Poly
- 5 years administration and office management experience
- Strong communications skills to include speaking with senior level managers and customers
- Prior experience with providing admin support to a complex, multi-disciplined US Government programs
- Ability to effectively multi-task and collaborate with the PMO and other managers
- Capable of meeting quick turn-around deliverables, identifying opportunities for improvement and innovation and presenting solutions to perceived and actual problems