

**DEVELOPMENT SERVICES AGENCY
EMPLOYMENT OPPORTUNITY**

Job Title: Manager, Community Services Program

Position Number: 20011486

Starting Salary: \$70,000 yr. + based on qualifications

Job Classification: Administrative Staff

Job Status: Unclassified Exempt

Division: Community Services

Location: 77 South High Street, 25th Floor

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

POSTING DATE: FEBRUARY 26, 2021

DEADLINE FOR APPLYING: MARCH 19, 2021

Job Duties:

Manages implementation of Community Services Block Grant (i.e., CSBG) & similar state/federal assistance programs in the Office of Community Assistance (i.e., OCA): Responsible for building capacity of non-profit community organizations to implement, plan, & develop community service programs which address poverty; supervises staff in the update & development policy & implementation of policy & program evaluation; assigns duties & provides training to staff; monitors, tracks & evaluate work performance of staff; takes steps to foster consistent application of OCA policies & rules & works to foster constructive, productive working relationships with subgrantees & other OCA stakeholders.

Ensures integrity & results of public funds invested: provides training & technical assistance to grantees & assures compliance with appropriate non-profit, state & federal requirements; oversees & participates in the review & analysis of formula grant applications & budget revisions & open-cycle Training & Technical Assistance (i.e., T&TA) funding requests; manages budgets, work plans, financial audits, amendments, revisions, & site visit reports; writes office procedures, correspondence to grantees, state & federal investors; prepares & edits written products both internal & external; tracks grantee action plans & assures proper documentation & attention to results; provides training & technical assistance & manages corrective action activities required of troubled at-risk agencies (e.g., provide training to boards, & establish Technical Assistance Plans [i.e., TAPs] & Quality Improvement Plans with local agencies to achieve 100% compliance with federal organizational performance standards & other CSBG grant requirements); develops state funding plans/grant application for federal funds & collects grantee & public input on proposed plans & applications & presides over public meetings; represents OCA before federal, state & local agencies & organizations & reviews & reports program outcomes to federal funding agencies & general public; oversees & may participate in official monitoring visits or personally conduct visits to local subgrantees.

Directs development of the CSBG State Plan & submits the plan in the online federal data software: conducts CSBG public hearing & legislative hearings & listening sessions & ensures that all required program reporting requirements are met (i.e., ensures the CSBG annual report).

Collaborates with other public/private, national, state & local funding organizations that address poverty issues: develops & maintains knowledge of Community Development & poverty alleviation practices & non-profit/social service practices; works with internal cross-divisional & external teams on policy development & process improvements; review & revises administrative rules applicable to OCA programs; manages endorsement & designation processes involving local Community Action Agencies (i.e., CAAs); responds or makes referrals to address customer inquiries.

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

1. Previous experience in the Community Services Block Grant administration or implementation.
2. Previous experience in other private, state or federally funded grant programs
3. Previous supervisory experience required.
4. Excellent written & verbal communication skills.
5. PC proficiency in using word processing, spreadsheet software & other technology platforms.
6. Must possess valid driver's license & be able to travel to various sites around Ohio & occasionally Outside of Ohio.

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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