Division of Personnel

INVITES APPLICATIONS FOR THE POSITION OF:

PROGRAM OFFICER

An Equal Opportunity Employer

SALARY INFORMATION:
See Position Description

OPENING DATE: 10/30/19
CLOSING DATE: 11/24/19 11:59 PM

DESCRIPTION:
St. Louis County Children's Service Fund has an exciting opportunity for a Program Officer. This position will coordinate the service and delivery of multiple funded agencies in assigned specialization.

The typical starting salary range for this position is between $56,950.40 - $68,348.80 annually depending on the candidate's qualifications and experience as well as
EXAMPLES OF DUTIES

- Implement an effective allocation process by reviewing and summarizing funding applications.
- Assist with the management of a portfolio of funding agencies by ensuring funded agency's compliance with requirements, reviewing funded agency's outcomes and identifying areas of opportunity.
- Provide mandatory documentation and reporting by preparing and reviewing related documents.
- Participate in periodic reviews of services provided by funded agencies to identify improvement potential.
- Manage grant operations in compliance with requirements and ensure health improvement outcomes are reached.
- Work with community stakeholders such as school district personnel.
- Provide technical assistance to funded projects as needed.
- Implement assigned community investment functions that facilitate attainment of strategic goals consistent with statutory, regulatory, and board policy requirements.
- Complete special projects, conduct research and prepare reports as directed in support of the program.
- Perform other duties as required or assigned.

MINIMUM QUALIFICATIONS

Master's Degree is Social Work or a related field and a minimum of three years' related experience; or an equivalent combination of training and experience.

ADDITIONAL INFORMATION

SELECTION AND APPOINTMENT: A selection committee will evaluate the qualifications of each applicant which will include recentness and appropriateness of the applicant's education and experience, answers to the supplemental questions, results of employment references investigated and any other appropriate information available.

The selection committee will admit to the interview only those persons who possess the most job related qualifications and may establish admittance criteria beyond the minimum qualifications stated above. The interview will comprise 100% of the applicant's earned grade. A candidate must earn a qualifying grade of 70 or more on the interview to be eligible for appointment. After initial interviews with the selected candidates are conducted, an email will be sent to the address on file with instructions on how to complete and submit a Conviction Questionnaire. Candidates have 3 days to complete the required questionnaire.

The five top ranking candidates, based on the final grade, will be certified to the Department Director/Appointing Authority who will make the final decision.

All applicants conditionally offered a merit position will be required to submit to urinalysis to screen for illegal drug use prior to appointment. Screening will be performed by a reputable clinical laboratory. The cost of screening will be covered by the County.

HOW TO APPLY: Applicants interested in applying for this position should visit our website at www.stlouisco.com/personnel/jobsearch. We only accept On-line applications. If you do not have access to a computer with web access, we have a kiosk that you may use in our office located at 41 S. Central 7th Floor, Clayton, Missouri 63105.

EQUAL EMPLOYMENT OPPORTUNITY POLICY: The policy of the Civil Service Commission of St. Louis County is to support fair and equitable employment opportunities for all persons regardless of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, marital status, veterans’ status or political affiliation. Call the Division of Personnel at (314) 615-5429 for more information on this policy.
APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
http://www.stlouisco.com
OR
41 South Central
7th Floor
St. Louis, MO 63105
(314) 615-5429

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PROGRAM OFFICER
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