# Special Programs Manager

Division: Administration

Reports to: ILEAS Executive Director

Supervises: Staff and Programs as Required

FLSA Status: Exempt

**Job Summary**

The ideal candidate will have the ability to effectively manage several functions simultaneously, including, but not limited to: development, coordination and administration of computer-based training systems, communication with public safety, service and private organizations, preparation of requests for proposals and bidding documents, and to carry out purchasing within existing rules and policies. This includes the ability to successfully bridge the gap between the technological, training and operational aspects of ILEAS. The candidate will have the capability to supervise assigned personnel.

**Job Duties**

Guidance and Compliance

* Work with staff as a representative of ILEAS to ensure all funds allocated for grants awarded to or by ILEAS, are expended within the guidelines established by Federal and State regulations, including time limits
* Support various Working Groups, Committees and other public safety bodies in projects related to ILEAS' mission
* Attend meetings at various locations to facilitate those responsibilities
* Maintain comprehensive documentation and periodically report on all activities performed
* Supervise ILEAS staff responsible for documentation and/or expenditures related to grants awarded by ILEAS.

Program Development

* Work with ILEAS Administration, Legal and Finance staff to analyze potential new projects and programs considered or offered to ILEAS.
  + Measure cost/benefit
  + Develop timelines
  + Analyze the project’s potential to include roadblocks, benefits and effectiveness

Project Management

* Coordinate the development, coordination and administration of computer-based training systems or other projects as assigned.
* Plan and prepare for logistical needs in the management of grant funds for affiliated organizations, including: shipping, storage, transfers, distribution, upkeep and ownership of equipment or products.
* Prepare requests for proposals and negotiate agreements between ILEAS and private companies for the purchase of equipment, products and services
* Coordinate with any responsible agency and ILEAS staff to ensure that all services, equipment and products purchased meet needs efficiently.
* Attend meetings at various locations to facilitate those responsibilities.
* Organize and prioritize large volumes of information and be able to properly analyze and report that data in an effective format.
* Performs other related duties as assigned

Communication Skills and Customer and Personal Service

* Answers phones and directs incoming calls and visitors to the appropriate party promptly and efficiently when necessary
* Ability to problem-solve within the department and respond to requests from the public and other related agencies or organizations
* Interact with a diverse array of internal and external contacts in a professional, efficient and respectful manner
* Be the primary point of contact for ILEAS on projects specifically assigned to this position.

**JOB SPECIFICATIONS**

JOB REQUIREMENTS - KNOWLEDGE, SKILLS AND ABILITIES:

* Must successfully complete a background check as required by ILEAS
* Knowledge and abilities typically acquired through the acquisition of a Bachelor’s Degree:
* Must have high level of interpersonal skills to handle sensitive and confidential situations. Position continually requires demonstrated poise, tact and diplomacy.
* Analytical ability is required in order to gather and summarize data for reports, find solutions to various administrative problems, and prioritize work.
* Work requires continual attention to detail in the development of and the implementation of policies
* Ability to establish priorities and meeting deadlines
* Excellent command of the English language and grammar, business math, and operation of basic office equipment.
* Demonstrated proficiency of MS Office; Word, Outlook, Excel. Experience with additional computer systems or the ability to learn is preferred.
* Ability to learn and successfully use ILEAS member agency and website software systems
* Ability to develop and maintain electronic and manual filing systems
* Ability to calmly and effectively handle high stress situations
* Ability to maintain composure and keep emotions in check, even in very difficult situations
* Ability to be open to change and considerable variety in the workplace
* Ability to be reliable, responsible, dependable, and to fulfill obligations
* Must have a strong attention to detail
* Must have a strong sense of honesty, integrity and ethics
* Must maintain strictest of confidence on all matters

CONTACTS

* Regular contact with ILEAS office and field staff, law enforcement professionals, private corporate executives, federal and State homeland security officials, emergency managers, and related agencies
* Must maintain dress code as determined by ILEAS policy and standards

WORK ENVIRONMENT

* Standard office setting. Work as required to complete tasks may occasionally be required to be present at meetings and activities held in locations other than ILEAS at hours beyond the normal workday.
* This position works in an office-type setting and may require maintaining physical condition necessary for sitting for prolonged periods

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

GENERAL INFORMATION

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.