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PALM BEACH COUNTY

BOARD OF COUNTY COMMISSIONERS

******PROMOTIONAL OPPORTUNITY: Must be a current, permanent-status County employee and complete an updated employment application in detail******

ISSUED: 06/26/2017 CLOSING: 06/30/2017

Position: RYAN WHITE PROGRAM MANAGER
Salary Range: \$59,130 to \$96,903 Annually. Pay Grade 38.
Department: Community Services / Administration
Hours: 8:00 A.M. to 5:00 P.M., Monday - Friday
Other: Valid Florida Driver's License and PBC Risk Management Department driving history approval prior to appointment.

Use the Job ID based on the Position Location as follows:

Location	Job ID
Community Services/Ryan White Program	12924

Professional and supervisory work managing the Community Services HIV/AIDS specific programs and services. Requires considerable contact with social agencies, public officials and the general public. Responsible for the HIV Emergency Relief Grant Program, Part A Plans, assigns, and supervises the work of subordinate/contracted human/social services planners and technical personnel in the planning and management information process. Manages the grant application process which includes responsibility for the supervision of the monitoring, evaluation and quality assurance staff as well as the support staff for the Palm Beach County HIV CARE Council advisory board; responsible for the Ryan White contracting process including the Request for Proposal (RFP) process.

QUALIFICATIONS:

Bachelor's Degree in Public Administration, Planning, Social Science or closely related field; minimum of two (2) years of experience in health and human services program planning, research and evaluation which includes managing data from a variety of sources and employee supervision. Equivalency: Unrelated Bachelor's

Degree and four (4) years of related experience which includes managing data from a variety of sources and employee supervision.

PREFERENCE FOR EXPERIENCE WITH: Recruiting providers to provide core medical/non-medical and support services (**must specify on application**); coordinating and integrating performance and monitoring standards (**must specify on application**); experience in providing training and technical assistance in Health and Human Services programs (**must specify on application**); working with federal grant programs related to Health Services and/or Ryan White.

All employees of Palm Beach County may be required to work before, during and/or after a natural or man-made disaster or hurricane.

In accordance with Affirmative Action requirements of Sec. 503 of the Rehabilitation Act of 1973, as amended, and provisions of the Americans with Disabilities Act of 1990, the County provides reasonable accommodation. If you need a reasonable accommodation for interviewing or initial employment, please notify the Palm Beach County BCC Human Resources Department. EO/AA Employer M/F/D/V; (DFWP)