



**Job Specification**

**Job Title: Program Manager**  
**BCAT Code: 315X BG**  
**Pay Grade: G14**

**Effective Date: April 1, 2007**  
**Revision Date: February 1, 2007**  
**FLSA Status: Exempt**

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**General Description**

Develops, implements and oversees programs and services in assigned office, college, division or department.

**Examples of Duties**

- Implements and designs new programs.
- Serves as central point of contact for answering questions, responding to complaints, identifying and solving problems, etc.
- Supervises and assigns duties to support staff.
- Organizes and analyzes all data collected.
- Prepares reports to funding agencies, management staff and other required organizations.
- Advises staff of steps to take on solving difficult problems.
- Performs other related duties as assigned.

**Knowledge, Skills and Abilities**

- Considerable knowledge of program development and implementation practices and procedures.
- Considerable knowledge of administrative practices and procedures.
- Considerable knowledge of state and federal laws and regulations governing funds.
- Ability to supervise and train lower level employees.
- Ability to communicate effectively orally and in writing.
- Effective time management and organizational skills.

**Minimum GSU Hiring Standards**

Master's degree and five years experience, including at least two years supervisory experience.

*The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.*