

Date:	<i>Updated April 2017</i>
Job Title:	Program Officer
Reports To:	Grants Manager

Nature of Work

The Program Officer is responsible for analysis, research, development, planning and evaluation activities that support system improvements through program development. Assignments involve working with administrators, public officials, citizens, agencies and groups, participation in community committees, administration of federal grant funds, and program monitoring and evaluation. Work effectiveness is evaluated in terms of the timeliness, quality, and completeness of assigned projects.

Specific Position Requirements

Bachelor's degree from an accredited college or university. Demonstrated oral and written communication skills. Demonstrated proficiency in using word processing and spreadsheet software. Education or experience in tasks requiring accuracy and attention to detail required. This is a professional position that may require work beyond 40 hours per week.

Duties, Key Responsibilities and Accountabilities as may be assigned

- Schedule board and committee meetings including preparing agendas, assembling meeting materials, recording and preparing meeting minutes, and making any other necessary arrangements.
- Coordinate federal funds administration activities, including a process for allocating funds, monitoring program performance and evaluation of outcome achievements. Provide technical assistance to grant projects.
- Perform activity monitoring and program evaluation.
- Maintain centralized grant file and fiscal records.
- Interpret and communicate applicable standards, policies and procedures to local agencies.
- Assist in developing and managing administrative grant budgets.
- Assist in participating in local, state, and federal meetings as a representative of the CJCC.
- Perform data collection, statistical analysis, and prepare summary findings in chart, graph or other form suitable for public presentation.
- Perform literature and survey research including summary report writing.
- Prepare information on CJCC and NORIS services for distribution and presentation.
- Develop grant proposals for CJCC and NORIS.
- Assist in developing grant applications for local community agencies/initiatives.
- Participate in continuing education and skill-set enhancement training as available.
- Participate in strategic planning, including long-range and short-range goals for the CJCC.
- Present CJCC and NORIS information to community groups.
- Liaison with officials, agencies and groups to identify and discuss issues of mutual interest to the local criminal justice system. Attend community activities that further the growth of NORIS and enhance the value of CJCC to the community.
- Perform other duties as required.