Job Specification

Job Title: Program Analyst

Reports to: Director of the Office of Children, Youth and Families

Supervises: N/A

Salary Range: $41,600 - $50,000

SUMMARY: The Program Analyst is responsible for supporting the efficiency of the OCYF through the use of qualitative and quantitative methods**.** The Program Analyst is responsible for the direct administration of the OCYF procurement of goods and services through bids, proposals and quotes for program operations. provides data management and oversight to of the in-kind across all OCYF programs; supports the development and monitoring of OCYF delegate and child care partner contracts; support data management and analysis of the efficiency of the OCYF complex program operations; participate in strategic planning and implementation; assist with program assessments ensuring programmatic goals are well documented; support data validation (internal monitoring) and quality control checks to ensure adherence to the Head Start Performance Standards.

RESPONSIBILITIES

- Develop solicitation for bids, price quotes and proposals for services.
- Oversees the cost proposal review and evaluation team.
- Provides procurement support to the Facilities Manager, OCYF Director, Chief Operating Officer and President/CEO
- Assist with contract negotiations with delegates, partners and vendors
- Develop and maintain positive, ongoing relationships with contractors, partners and vendors
- Ensures that contracts with vendors and partners are completed timely
- Assist with monitoring budget expenditures
- Research new and existing strategies for in-kind match and volunteerism
- Monitors in-kind across all programs (grantee, partners and delegates)
- Ensures timely monthly report of in-kind
- Provide data management and analysis of OCYF administrative processes
- Assist with program Assessments ensuring programmatic goals are well documented
- Maintain tracking system to ensure licenses and certificates are current
- Ensures insurances are current at all times
- Provides technical support to delegates, partners and grantee sites relative to in-kind tracking
- Other duties, as requested.

REQUIRED SKILLS/ABILITIES:

1. Strong problem solving, critical thinking, organizational skills and attention to detail
2. Proven ability to be organized, detail oriented and accurate is essential
3. Ability to learn and implement Head Start Performance Standards and state and local licensing requirements.
4. Flexible with changing priorities, and ability to manage multiple tasks and a complex workload
5. Strong analytical, written and oral communication skills are essential
6. Ability to create, monitor and maintain systems that enhance organizational efficiency
7. Strong personal commitment to the goals of the program
8. Proficiency in Microsoft Office Suite, Excel required
9. A demonstrated capacity for teamwork as well as a flair for entrepreneurial innovation
10. Ability to think beyond the task at hand and take initiative
11. Willingness to challenge and be challenged, regardless of one's position in the organization
12. The maturity to work productively with a team

EDUCATION AND WORK EXPERIENCE

Bachelor's degree in Business, Business Management or related degree. A minimum of three years' experience in procurement, data management and analysis, and/or program compliance.

Criminal background clearance and a physical examination and TB test are required as a condition of initial employment and continued employment. Current driver's license, car and liability insurance required.