

Alaska Mental Health Trust Authority Class Specifications

Class Title: Senior Program Officer
Reports to: Chief Operations Officer
Class Range: 24
Last updated: March 22, 2022

Under general direction of the Chief Operating Officer (COO), the Senior Program Officer (SPO) oversees the coordination and supervision of the Trust Authority Program Officer staff, providing leadership and support to the COO on program, policy, planning and grant administration functions of the Alaska Mental Health Trust Authority (the Trust). The SPO provides direct support to the COO, Chief Executive Officer (CEO) and senior leadership in accomplishing Trust goals and responsibilities.

The SPO is responsible for highly complex programs where duties require an in-depth involvement with and knowledge of operational programs in the areas assigned, including study of plans and determination of appropriate action based upon accumulated facts, figures and considered judgment.

The SPO has substantial responsibility for the way in which policies are carried out. Duties require this position remain aware of and have perspective into the importance, status, and probable effects of ongoing and continually changing programs. Position assists the CEO and COO by providing policy advice to the executive team.

This is an exempt class with advanced planning and implementation responsibility, requiring independent judgement exercised in concert with direction provided by the COO.

Key accountabilities:

Management and personnel

- Directly supervises designated program staff.
- Responsible for the coordination and facilitation of team meetings, agendas, and coordination across program, grants administration and evaluation.
- Coordination and implementation of programs/projects that are politically sensitive, highly diverse, complex, and require organization of multiple private and public agencies.
- Leads and facilitates program areas of expertise, content specialties and focus area responsibilities.
- Ensures effective communication for coordination of planning, evaluation, and advocacy.

Policy and planning

- Collaborates with the COO and senior leadership to carry out the vision, direction and strategy of the CEO and board of trustees.
- Coordinates and ensures adherence to statutes, regulations, policies, and procedures in execution of Trust program activities.
- Acts as an advocate and liaison for the Trust and Trust beneficiaries with state agencies, service providers, consumers, advocacy groups, private sector, and the public.
- Communicates with a variety of stakeholders regarding issues affecting Trust beneficiaries, enlists support, negotiates commitments, and makes recommendations regarding course of action.

- Develops and maintains positive working relationships with statutory advisors and other key stakeholders.
- Works with advisory boards and state agencies to assist with legislative bill tracking, analysis and advocacy related to the budget and beneficiary issues.
- Generates responses to legislative questions on policies, bills, and budgets relevant to Trust beneficiaries.
- Provides recommendations to leadership with respect to public policy issues affecting the Trust and Trust beneficiaries.
- Represents the Trust's interests by serving on a variety of cross sector committees that assists with achieving results and furthering the mission of the trust through engaged partnership and collaborations.

Knowledge, Skills and Abilities

- Competence in legislative process, and programs affecting planning efforts in Alaska.
- Project management, including program development, contract administration, and grant administration.
- Federal, state, and local health services program relationships, financing, and coordination requirements.
- Principles of public administration, governmental budgeting, accounting and public finance, and procurement policies and procedures.
- Health, social and economic issues affecting development and implementation of policy in state, regional and local settings.
- Research methods, procedures, techniques, and terminology used in the more complex aspects of research projects, of sources of appropriate information, of statistical principles and methods.
- Preparation of comprehensive policy recommendations based on sound professional standards.
- To prepare, present, secure acceptance of and implement complex health and human services care delivery systems requiring projections of costs, types and quantities of services to be delivered and quality of standards to be met, within the constraints of federal or state legal and regulatory requirements.
- To analyze complex systems and issues, policies and situations and propose viable solutions and courses of action.
- To develop criteria and evaluate services for effectiveness and efficiency.
- To appear before legislative and other committees and testify on program related matters.
- To negotiate agreements with a variety of consumer, professional and voluntary groups.
- Ability to interact effectively with Alaskans experiencing a mental health disorder, substance use disorder, developmental disability, Alzheimer's disease or their related dementia, and traumatic brain injury, their families or other acting on their behalf, and those providing services to these Alaskans. Ability to handle multiple projects, set effective goals, monitor progress, re-order priorities, and adjust resources to accomplish objectives.

Minimum Qualifications

A master's degree from an accredited college in public health, public administration, social work, health planning, social sciences, public health administration or a closely related field,

AND

5 years in management role of an organization in public health, human service, transportation, housing, or economic security program, including 1 year of organizational budget and/or management analysis experience.

OR

A bachelor's degree in a closely related field as described above,

AND

7 years of professional experience in planning, coordination, management, and evaluation of services or programs with at least 1 year of responsibility at the lead/advanced level for coordination and development of comprehensive plan.