

TEXAS STATE BOARD OF PHARMACY

333 GUADALUPE ST, STE 3-600-21
AUSTIN, TEXAS 78701
512.305.8001

<http://www.pharmacy.texas.gov>

JOB VACANCY NOTICE

Manager IV (1603) Salary Group B25

Listing No.	<u>TBP15-012</u>	Opening Date:	August 28, 2015
Functional Title:	Program Manager	Closing Date:	<u>September 21, 2015</u>
Type:	Full-Time	Beginning Salary:	\$5,259.00/month
Refer To:	Allison Benz		

JOB DESCRIPTION:

Serves as Manager for the Prescription Monitoring Program. Work includes developing and coordinating program activities relating to the Prescription Monitoring Program. Work involves establishing program goals and objectives; developing policies, procedures and rules; developing schedules, priorities and standards for achieving program goals; evaluating program activities; and monitoring program budget. Plans, assigns, and coordinates the work of others.

MINIMUM QUALIFICATIONS (License, Education, Experience):

Graduation from an accredited four-year college or university is generally preferred. Experience and education may be substituted for one another. Must have a minimum of five years of experience in directing major program activities. Should have a minimum of three years' experience in supervising the work of others. Must have demonstrated ability in the use of office equipment and personal computer, including word processing and data entry. Must have knowledge of Microsoft Word and Excel. Must be able to demonstrate knowledge of business English, including terminology, spelling, and grammar.

Applicant must be eligible, as determined by the Texas Department of Public Safety, to access criminal history records. Must pass state and/or national fingerprint identification checks.

ENVIRONMENT/PHYSICAL CONDITIONS:

Normal office environment. Tobacco Free Work Place. Work involves the following conditions: frequent verbal communications with others, in person and by telephone; reading and reviewing large numbers of documents and processing information quickly and accurately; and sitting and operating a personal computer for long periods of time. Physical conditions will require a person with sufficient stamina to maintain a constant high level of concentration, frequently intense with many interruptions, for long periods of time. Work may involve frequent transporting of files between offices, and may involve retrieval and replacement of files into 4- and 5-drawer vertical filing cabinets. Work may involve traveling to conferences and meetings.

REMARKS

Application must be submitted with a cover letter that focuses on the applicant's unique qualifications for the position. Applicants who are selected for interviews will be required to complete skills tests in the Austin office. Must submit a State of Texas employment application. Application must be completed with all requested information. Incomplete & unsigned applications will not be considered. Resume may supplement, not replace application. Job description & state of Texas application can be downloaded from the TSBP website: <http://www.pharmacy.texas.gov>

Mail or fax completed applications to: Texas State Board of Pharmacy, 333 Guadalupe St, Ste 3-600, Austin Texas 78701, FAX 512/305-8009.

An Equal Employment Opportunity Employer
TSBP does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status.

TEXAS STATE BOARD OF PHARMACY

POSITION TITLE: Program Manager
DIVISION: Professional Services
SUPERVISOR: Director of Professional Services
STATE CLASSIFICATION TITLE: Manager IV
STATE CLASSIFICATION NUMBER: 1603
STATE PAY GROUP: B25
FLSA STATUS: Exempt

GENERAL POSITION DESCRIPTION:

Serves as Manager for the Prescription Monitoring Program. Work includes developing and coordinating program activities relating to the Prescription Monitoring Program. Work involves establishing program goals and objectives; developing policies, procedures and rules; developing schedules, priorities and standards for achieving program goals; evaluating program activities; and monitoring program budget. Plans, assigns, and coordinates the work of others.

REPORTING RELATIONSHIPS:

Works under the limited supervision of Division Director, with considerable latitude for the use of initiative and independent judgment within the limits of the agency's policies and procedures. Serves as team leader for four team members.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assists Director of Professional Services in accomplishing activities relating to Division's goals and objectives. Participates in program planning, development and implementation of the Prescription Monitoring Program.

Assists in the selection, development, promotion, performance evaluation and discipline decisions regarding team members. Prepares written employee performance data for the evaluation of team members, with review and approval by Division Director.

Oversees day-to-day activities of team members. Responsible for work performed by team members. Ensures that team members' work is performed in a timely manner.

Analyzes procedures and recommends changes for improvements.

May train, lead, and/or prioritize the workload of others.

Participates in periodic reviews of the agency's computer database with the Director of Information Technology and others to identify problems, provide suggestions and recommend changes to improve the effectiveness of the system.

ESSENTIAL DUTIES AND RESPONSIBILITIES (continued):

Responds to written and verbal inquiries regarding the Prescription Monitoring Program, interprets and disseminates information regarding applicable agency rules and regulations.

May provide information regarding pharmacy laws and rules to agency customers.

Develops policies, procedures, rules, and forms, and monitors compliance with policies and procedures.

Monitors program budget and recommends policies and procedures to enhance the efficiency and effectiveness of the program.

Manages program records to include imaging and destruction of records.

Determines work priorities and schedules time accordingly.

Complies with all agency personnel policies, including regular attendance.

OTHER DUTIES AND RESPONSIBILITIES:

Performs related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Extensive knowledge of agency policies and procedures.

Ability to interpret and apply agency policies and guidelines.

Working knowledge of office practices and standard office equipment, including ability to access, input, and retrieve information from a computer.

Strong interpersonal skills and ability to interact with a variety of contacts courteously, professionally, and tactfully.

Ability to communicate clearly, both verbally and in writing.

Ability to deal with professionals under adversarial conditions.

Ability to organize and oversee projects to completion.

Ability to develop and modify work procedures to improve efficiency.

Ability to meet rigid deadlines.

Problem solving and reasoning skills to interpret and apply agency policies, laws and rules, and recommend courses of action.

Ability to maintain confidentiality.

Ability to maintain effective working relationships with other employees.

Ability to work independently and manage time efficiently.

Ability to manage multiple priorities concurrently.

Skill at reviewing documents for completeness and accuracy.

Skill at typing quickly and accurately.

Memory skills.

EDUCATION AND EXPERIENCE REQUIREMENTS:

Graduation from an accredited four-year college or university is generally preferred. Experience and education may be substituted for one another. Must have a minimum of five years of experience in directing major program activities. Should have a minimum of three years' experience in supervising the work of others. Must have demonstrated ability in the use of office equipment and personal computer, including word processing and data entry. Must have knowledge of Microsoft Word and Excel. Must be able to demonstrate knowledge of business English, including terminology, spelling, and grammar.

Applicant must be eligible, as determined by the Texas Department of Public Safety, to access criminal history records. Must pass state and/or national fingerprint identification checks.

LICENSE REQUIRED:

None required.

ENVIRONMENT/PHYSICAL CONDITIONS:

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The specific statements shown in each section of this position description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.