



City of Baton Rouge and  
Parish of East Baton Rouge

Department of Human Resources  
January 12, 2018

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## JOB ANNOUNCEMENT

### *Program Administrator – Head Start*

**Work Location:** DHDS-Administration

**Special Starting Salary:** \$27.85 Hourly / \$57,935 Annually

#### **GENERAL DESCRIPTION**

Under the general direction of the Executive Program Administrator performs responsible supervisory and administrative work by serving as a senior management team leader. Work involves planning and directing the work of a large size staff of professional, mid-level professionals, and clerical employees engaged in program operations. The employee of this class is responsible for developing, implementing, and managing programmatic services and activities for children and families. Work is performed with relative professional discretion and independence. Performs other work as requested.

#### **MINIMUM REQUIREMENTS FOR EDUCATION AND EXPERIENCE**

Bachelor's degree and experience in supervision of staff, fiscal management, and administration.

#### **EXAMINATION**

Score derived from application grading.

#### **APPLICATION INFORMATION**

**Applications will be accepted 1/12/2018 – 2/8/2018.**

**Please attach copies of university transcripts and related certifications/licenses.**

In your employment application, please include details such as specific programs monitored, grants written and/or administered, types, ages and numbers of clients served and reports produced. Please include details of your prior experience with supervision, safety, facilities maintenance, etc. Please attach copies of university transcripts and related certifications/licenses.

For the application, job announcement, and complete job specification please visit [www.brgov.com/dept/hr](http://www.brgov.com/dept/hr). Applications may be submitted via the following:

#### **Physical Address**

Department of Human Resources  
1755 Florida Street, Room 200  
Baton Rouge, LA 70802  
(225) 389-3132

#### **Mailing Address**

Department of Human Resources  
P.O. Box 1471  
Baton Rouge, LA 70821

#### **Fax**

(225) 389-4962