

**Alaska Mental Health Trust Authority**  
**Program Officer**

<b>Category:</b>	Professional
<b>Class Title:</b>	Program Officer
<b>Class Range:</b>	22
<b>Bargaining Unit:</b>	Exempt

**Description:**

Trust Program Officers provide support to the Senior Program Officer, Chief Executive Officer, Chief Operating Officer, and the board of trustees in accomplishing Trust goals and responsibilities as outlined in AS 47.30.660 and in developing policy concerning the nature, level, scope and funding of the state's Comprehensive Integrated Mental Health Program. Under direct supervision of the Senior Program Officer, Program Officers represent the Trust in relationships with the public on matters pertaining to program responsibility.

Program Officers are expected to have significant expertise in program planning, development, implementation, meeting facilitation, and budget planning and monitoring for multiple areas as well as in contract and grant negotiation and administration. Program Officers are expected to have a comprehensive knowledge of the social service delivery system and a high comfort level with advocating on behalf of Trust beneficiaries.

**Core Duties**

**Trust identified focus areas.** Program Officers are engaged in priority initiative areas—Medicaid Reform and Criminal Justice Reform—and identified focus areas: Disability Justice, Substance Abuse Prevention and Treatment, Beneficiary Employment and Engagement, and Housing and Long-Term Services and Supports. These long-term commitments by the Trust and its state, local, and tribal partners are aimed at solving systemic problems that create barriers to effective service delivery for Trust beneficiaries. Program Officers are directly responsible for:

- Convening key stakeholders for the planning and implementation of initiative related activities.
- Research and analysis of policies and issues affecting focus area activities.
- Budget analysis, development and monitoring
- Data collection and evaluation of progress toward achieving goals.
- Grant making and management
- Advocacy on key policy or legislation impacting Trust beneficiaries.

**Statewide policy and program planning.** Program Officers are responsible for understanding the complex systems and programs that make up the service delivery system for Trust beneficiaries, including study of state statutes and regulations, department policies and procedures, department and agency annual plans and making determination of appropriate action based upon accumulated facts, figures and judgment. Typical program areas include, but are not limited to, mental health, substance abuse, developmental disabilities, Alzheimer's disease and other dementia, transportation, housing, health care, economic security, employment, education, and home and community based services and supports. Program Officers are involved in:

- Coordinating and implementing major programs/projects that are highly diverse and complex, require organization of multiple private and public agencies, and may be politically sensitive.

- Coordinating closely with other agencies to ensure an adequate or improved continuum of care is available for Trust beneficiaries statewide.
- Identifying gap areas in programming and funding.
- Coordinating and communicating on agreed upon advocacy efforts of advisory boards and consumer groups.

**General liaison, collaboration and planning.** Program Officers function in collaboration and cooperation with several stakeholder partners, including the Trust’s statutory advisory boards—Advisory Board on Alcohol and Drug Abuse, Alaska Mental Health Board, the Governor’s Council on Disabilities and Special Education, and Alaska Commission on Aging—and other planning and advocacy partners including the Department of Health and Social Services, Department of Corrections, Department of Education, Department of Revenue, tribal entities and provider associations. They are a conduit of information between the Trust and these identified partners to facilitate relationships and effective planning, grant administration, policy and advocacy on behalf of Trust beneficiaries.

Program Officers have an important role in the facilitation of information to advisory boards, stakeholders and constituent groups by representing the Trust on beneficiary related issues at statewide meetings, interagency task forces, legislative hearings and various workgroups.

**State budget analysis and planning.** Program Officers are involved in:

- Developing and monitoring proposed appropriations related to the mental health budget bill and tracking of Trust related issues in the legislature.
- Bringing forward budget and programmatic recommendations from State agencies, advisory boards, and self-advocacy groups.
- Assisting advisory boards and State agencies in making budget recommendations to the Trust through the annual “Request for Recommendations” process.
- Focus area budget development, project due diligence and presentation to Trustees for approval annually and during regular trustee committee and board meetings
- Monitoring the mental health budget bill and state budget bills for changes, accuracy and impact of actions on budget line items.
- Conducting activities for the administration of approved funding (i.e. Statements of Intent, Authority Grant agreements, developing requests for proposals, etc.).

**Grant administration and evaluation.** Program Officers are responsible for working with the Grants Accountability Manager and Grants Administrator to exercise oversight of authority grants and Mental Health Trust Authority Authorized Receipts (MHTAAR) funding. This includes technical assistance in developing a scope of work, performance measures, appropriate methods of data collection and ongoing performance evaluation. Additional duties in this area include:

- Coordinating with other funding organizations on joint funding opportunities for projects affecting Trust beneficiaries.

- Working with the Grants Administrative Manager to formulate agreements with federal and local funding agencies for the development and implementation of programmatic grants.
- Presenting funding opportunities to the Trust program team and Trustees for approval.
- Conducting annual performance reviews of state and non-state grants through the Trust's Implementation and Status Report process.
- Supervising technical and/or professional contractors.

## **Core Knowledge, Skills and Abilities**

### **Knowledge of:**

- Planning principles, techniques, current trends, laws, policies and programs concerning health or social service delivery.
- Project management, including program development, contract administration, and grant administration.
- Current state and federal legislation, legislative processes, and its effects on state programs and policy.
- Federal, state, tribal and local health services programs and fiscal policy requirements.
- Principles of public administration including governmental budgeting, accounting and public finance, and procurement policies and procedures.
- Health, social and economic issues impacting the development and implementation of state, regional and local policy.
- Research methods, procedures, techniques and terminology.
- Computerized programs used in managing and analyzing data collection for monitoring outcome measures.
- Computerized programs used in professional settings (i.e. grant-making programs) and professional word/fiscal processing programs.

### **Skills and abilities to:**

- Adapt, prioritize and manage multiple demands and information in a dynamic and rapidly changing work environment.
- Communicate effectively in written and verbal form.
- Convene and effectively facilitate meetings.
- Represent the Trust in a variety of public forums (i.e. legislative hearings, media relations, community meetings, etc.).
- Effective consensus building with partners and stakeholders.
- Develop and maintain positive working relationships in challenging and sometimes adverse circumstances.
- Collect data from a variety of sources and conduct in-depth, independent analysis of complex issues and situations.
- Recognize and understand public sector influences.
- Analyze complex systems and issues, policies and situations, and propose viable solutions and courses of action.

- Develop criteria and evaluate services for effectiveness and efficiency.
- Supervise or coordinate activities of contractors, and manage budgets.

**Preferred Qualifications**

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

AND

**3** years of professional experience in public health, human service, community planning, transportation, housing, or economic security programs, philanthropy, including **1** year of organizational budget and/or management analysis experience.

**OR**

A **bachelor's degree** in a closely related field;

AND

**5** years of professional experience in planning, coordination, management and evaluation of services or programs; with at least **1** year of responsibility at the supervisory level for coordination and development of a comprehensive plan.