Program Specialist

Job Code 50010751

General Description
Responsible for preforming a wide range of unclassified duties.

Examples of Duties
Assist in program development in assigned area or section.
Provide professional assistance regarding program activities.
Provide professional support for department/program services.
Perform non-manual work directly related to management policies or general business administration.
May supervise staff members.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: institutional policies, procedures, regulations; current trends in the field; safety standards and principles; liability.

Skill in: working as a team member; interacting with people; motivating work output; developing rapport; presentation skills; implementing solutions; problem solving and decision making skills; analytical, written, oral and interpersonal communication skills; time and personnel management; programming; public speaking.

Ability to: prepare business correspondence, policy/proposal development, staff materials, reports; understand complex documents and professional materials; perform basic math; communicate effectively; collaborate and work effectively with others; team management skills; prioritize workloads; operate a computer and related software; organize and plan training.

Educational Experience
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the knowledge, skills, and abilities.

Other Requirements