Program Staff

Job Code 00001888

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

Examples of Duties
Provide department related information to requestors.
Assist in program development in assigned area or section.
Provide professional assistance regarding departmental issues.
Provide professional support for departmental services.
Assist in the operations of department.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: current developments in professional field; federal and state laws pertaining to privacy and confidentiality; current technology.

Skill in: effectively communicating with others; working as a team member; interacting courteously with often hostile members of the public; negotiating; organizing; supervising; marketing; in public speaking; budgeting.

Ability to: read and interpret policy statements; understand degree outlines; perform basic math; convey simple to complex information and instructions; determine needs for departmental activities; identify and rectify problems quickly.

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

Other Information
Typically used for positions of short or pre-determined duration. May be full or part time. The compensation level for this position is indexed to the federal minimum wage for exempt staff. May be used only with the prior approval of the Human Resources Office.