Code: 1102
Title: PROGRAM SPECIALIST

SUMMARY: This classification is responsible for performing specialized support activities for a functional program or work unit. It is distinguished from the Program Coordinator classification by its focus on participating in the specialized support activities of a single functional program or work unit rather than coordinating a variety of activities for a program. It is distinguished from administrative classifications by the type of specialized support activities that are performed.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Participates in specialized support activities of a functional program or work unit in conjunction with program management staff;
Provides specialized support activities essential to the completion of program objectives;
Represents the program or work unit in meetings with county personnel and/or outside agencies;
Establishes and maintains liaison with various outside agencies, groups and concerns regarding specialized program activities;
Conducts program specific surveys to gather information or data for specialized studies, analysis or research;
Ensures program or work unit's specialized activities comply with applicable County policy and state/federal statutes and regulations;
Participates in the development of specialized program activities goals and objectives;
Researches, analyzes and reports on specialized program activities;
May lead staff and volunteers in specialized program activities;
May utilized computer graphic programs and other equipment and tools for specialized program activities.

KNOWLEDGE & SKILLS:

Knowledge of:
- practices of specialized program operations and activities;
- principles and practices of effective leadership.

Skill in:
- developing specialized program activities goals and objectives;
- explaining and demonstrating program activities and requirements to the public;
- communicating effectively, both orally and in writing;
- leadership and training staff and volunteers.

MINIMUM QUALIFICATIONS:

A Bachelor's degree from an accredited college or university with a major in management, public or business administration or a field closely related to the program area, as determined by the appointing authority at the time of recruitment.
(Relevant experience as defined by the Appointing Authority at the time of recruitment in the specialty area may be substituted for the educational requirement.)

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions require a valid Arizona Class D driver license at the time of application. Failure to maintain the required licensure shall be grounds for termination.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County 3/11/11(tb)
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