

Code: 7136

Title: PROGRAM SPECIALIST - UNCLASSIFIED

SUMMARY: This classification is responsible for performing in support of a functional program or work unit. It is distinguished from the Program Coordinator classification by its focus on participating in the day-to-day activities of a single functional program or work unit. The Program Coordinator focus is on planning and coordinating the day-to-day activities of a single function program.

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 the day-to-day operational and support activities of a functional program or work unit;
Provides administrative and other support essential to the completion of program objectives;
Organizes, schedules and conducts various departmental meetings;
Participates in program activities with other Departments, governmental agencies and the public;
Provides internal services support by participating in activities with other Departments such as Human Resources, Information Technology, Budget, Finance, Purchasing, etc.;
Establishes and maintains liaison with various outside agencies, groups and concerns;
Conducts surveys to gather information for studies or research;
Participates in the development of program goals and objectives and program budgets;
Researches, analyzes and reports on program activities;
May supervise daily staff activities;
May assist in performing public relations activities by speaking and giving demonstrations;

KNOWLEDGE & SKILLS:

Knowledge of:

- practices of program operations and administration;
- principles and practices of budgeting, accounting and financial management;
- principles and practices of effective supervision;
- practices and procedures for providing internal services.

Skill in:

- developing program goals and objectives;
- explaining and demonstrating program activities and requirements to the public;
- communicating effectively, both orally and in writing;
- supervising, training and evaluating support personnel.

DESIRED 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 and one (1) year of experience directly related to the nature of the program.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require a valid Arizona Class D Driver's License at the time of appointment.

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

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

Pima County

11/10/09(cs)