

SENIOR PROGRAM SPECIALIST

CLASS SUMMARY: This is the advanced journey level in the Program Specialist series. Under general supervision, employees perform difficult and complex duties requiring extensive specialized knowledge and experience in a program or operational area; collect, organize, analyze, and interpret data; prepare detailed information, research, studies, and reports; and perform related duties as assigned.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1. Assists in the administration of the assigned program area(s).
2. Monitors compliance of applicable internal and external requirements associated with program operations.
3. Provides internal and external customers with technical assistance and responsible information pertaining to program area(s).
4. Under review, provides management/supervisory staff with complex technical administrative reports and presents recommendations pertaining to assigned program area.
5. Updates policy and procedure manuals for assigned program.
6. Surveys complex program practices in other jurisdictions.
7. Assists in preparing proposals for new and adjusted services to include finance, staffing and organization requirements; may review budget requests in conference with management/supervisory staff.
8. Designs and controls the utilization of forms.
9. Performs a variety of duties related to special assignments and projects.

Training and Experience (positions in this class typically require):

Associate's Degree in related field and two years of progressively responsible experience related to area assigned, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Bachelor's preferred.

Licensing Requirements (positions in this class may require):

- Oregon Driver's License

Knowledge of (position requirements at entry):

- Principles and practices of assigned program area(s).
- Functions, operations and objectives of program area.
- Computers and computer applications.
- Report writing methods and techniques.
- Effective public information and relations techniques.
- Basic record keeping principles.
- Applicable Federal, State and Local laws and regulations.
- Culturally competent practices.
- Public Relations principles.
- Area resources.

Skills in (position requirements at entry):

- Researching studies and complex reports.
- Preparing written analysis and recommendations.
- Recommending basic improvements in program operations, systems, procedures, policies and methods.
- Analyzing situations and adopting an effective course of action.
- Establishing and maintaining effective working relationships with those contacted in the course of work.
- Communicating clearly and concisely, both orally and in writing.
- Multi-tasking; setting priorities and timelines; meeting deadlines.
- Working independently and as a team player.
- Operating a computer and applicable program applications.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by: County Human Resources (CT) Date: (8/09/07)
Classification and grade (Job Codes N3031 and N3032) approved on August 29, 2007 by Lane County Board Order 07-8-29-17.
FLSA Status: Non-Exempt