

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV73115
Job Class Code:	010	Salary Schedule:	AREG
EEO Category:	02	Grade:	19
Workers Comp Code:	8810		

Job Code Established:	01/01/94	Effective Date:	
Job Code Revised:	08/27/97	Effective Date:	

JOB CODE SERIES: Administrative Management Series

JOB CODE TITLE: PROGRAMS PROJECTS SPECIALIST II

HRIS TITLE: PRGS PROJS SPCT II

CHARACTERISTICS OF THE CLASS: Under general direction, provides consultative services, technical guidance and administrative expertise to agency staff and/or community organizations in the design, development, implementation and evaluation of a variety of programs in the area of assignment; and performs related work as required.

The Programs and Projects Specialist II is distinguished from the I by direct responsibility for the design, development, implementation and evaluation of programs having considerable geographic, monetary or public interest.

EXAMPLES OF DUTIES: Cooperates with agency staff, community organizations and other groups and facilities in the design, development, modification and implementation of agency projects and programs; determines program feasibility and goals; develops effective monitoring and evaluation procedures for new and ongoing programs to assure program conformance and integrity; consults with appropriate personnel regarding program goals, objectives, accountability and delivery of services; assists in the preparation of funding proposals and grant applications and fiscal controls; develops operating procedures, plans and manuals; interprets federal and state regulations governing programs; provides orientation and training to program personnel; coordinates resources within the department and community; represents the agency at meetings with other governmental jurisdictions and before various community groups; prepares a variety of technical and administrative reports.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the concepts of program planning and design; the laws, regulations and trends in the area of assignment; local, state and federal programs and resources in area of assignment.

Skill/Ability to provide effective guidance and expertise in the development and implementation of programs and projects in the area of assignment; review and evaluate program activities analytically and to develop effective plans and methods for program improvement; establish and maintain effective working relationships.