

## Class Title: Program Administrator

### **BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Supervises monitors and assesses program areas and grants. Provides administrative and policy support. Provides consultation information and supervision. Provides leadership and support. Develops and implements grants. Supervises subordinate professional and support personnel.

### **ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Coordinates programs by assisting with program development, serving on groups and committees, coordinating activities, projects and programs, facilitating initiatives, presenting and representing programs to the legislature and assembly, coordinating departmental representatives to address problems, reviewing applications and selection processes, monitoring compliance, reviewing requests for reimbursement, implementing enhancements and changes, evaluating program effectiveness and developing procedures.
2	S	Provides administrative and policy support by assisting in carrying out directives and policies, monitoring and administering budgets, writing, developing and establishing requests for proposal, preparing statistical and narrative reports for federal, state and local offices, coordinating contracts, developing resource files, analyzing data, drafting correspondence, processing requests for payment and monitoring insurance and reports.
3	S	Provides consultation information and supervision by consulting with state, federal and local agencies, assisting with confidential administrative matters, staffing commissions, councils and task forces, developing meeting notices, agendas and minutes and acting as a resource for the receipt and distribution of information.
4	S	Provides leadership and support for partnerships with and between various segments of the community by serving as a liaison for various organizations and arranging partnerships between groups with similar goals.
5	S	Develops and implements grants by writing and formulating goals, objectives, budgets and narratives for the state, monitoring budget and grant guidelines and developing and implementing standard operating procedures and policies.
6	S	Provides support for daily operations, clinical supervision and training for various services areas. Completes comprehensive assessments to determine service needs, composes person-centered individual support plans, and completes reviews of client progress. Ensures maintenance of records in compliance with government and agency standards and ensures necessary documentation is maintained for billing records and logs. Completes various datasheets, logs, and reports, develops procedures, and ensures overall compliance of staff with regulatory guidelines.

<b>Physical Strength Code</b>		<b>ESSENTIAL FUNCTIONS</b>
7	S	Performs supervisory functions by managing and supervising professional and support personnel, overseeing the hiring, termination and development of personnel, assigning work, setting performance levels, determining work schedules and priorities, conducting performance evaluations and recommending, authorizing and instructing training and personnel development activities. Performs related duties as assigned.

**CLASS REQUIREMENTS:**

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Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Three years of experience in program management or related field. May require that two years of experience are in treatment of persons with substance abuse and mental health issues in a correctional setting, with two years supervisory experience, depending on area of assignment.
Certifications and Other Requirements	Valid Driver's License may be required depending on assignment.
Reading	Work requires the ability to read literature, manuals, legislation, policies and procedures, and various reports.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write meeting minutes, agendas, various reports, correspondence, policies and procedures, and articles.
Managerial	Managerial responsibilities include planning, managing and evaluating programs, delegating work, and developing staff.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a unit of a department and may recommend budget allocations.
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, vendors and sales representatives.

CSC Adopted: October 2001, CSC Revised: June 2014

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Copier, fax machine, filing, meetings, events, presentations
Sitting	F	Computer, desk work, filing, answering telephone, driving, meetings
Walking	F	To/from meetings, inter-office, support services departments
Lifting	O	Office supplies, files, manuals, books, mail
Carrying	O	Office supplies, files, manuals, books, mail
Pushing/Pulling	O	Filing in cabinet drawers, visual aid equipment
Reaching	O	Office supplies, files, manuals, books, mail, equipment, other presentation materials
Handling	O	Office supplies, files, manuals, books, mail, office equipment, presentation materials
Fine Dexterity	O	Computer keyboard, calculator, writing
Kneeling	O	Filing, organizing special events materials
Crouching	O	Filing, organizing special events materials
Crawling	N	
Bending	O	Filing, organizing special events materials
Twisting	O	Filing, organizing special events materials
Climbing	O	Stairs
Balancing	R	When carrying materials or supplies
Vision	C	Computer, desk work, meetings, drawing
Hearing	C	Telephone, co-workers, staff, supervisor, customers, citizens, meetings, conferences
Talking	F	Telephone, co-workers, staff, supervisor, customers, citizens
Foot Controls	O	Driving
Other (specify)	N	

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**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, laser or inkjet printer, copy machine, fax machine, telephone, calculator, paper shredder, pencil sharpener, video equipment, microphone, motor vehicle, Standard Microsoft Windows and Office software, Internet/Intranet, IDIS - HUD system software, VACIS Adapt, Unisys, LAN

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	N	Dirt and Dust	D	Office Environment	X
Chemical Hazards	N	Extreme Temperatures	D	Warehouse	--
Electrical Hazards	N	Noise and Vibration	N	Shop	--
Fire Hazards	N	Fumes and Odors	N	Vehicle	--
Explosives	N	Wetness/Humidity	S	Outdoors	--
Communicable Diseases	N	Darkness or Poor Lighting	S	Other (see 2 below)	--
Physical Danger or Abuse	N				
Other (see 1 below)	N				

- (1)
- (2)

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	N

- (3)