

PROGRAM SPECIALIST

JOB TITLE: Program Specialist

GRADE: 14

JOB CODE: 1510

DATE: 3/20/95

GENERAL FUNCTION: Under the general direction of the local health department director, program director, or Service Director, administers or manages various technical and administrative activities which are moderately difficult to perform in a specific program such as the fluoride program or other specialized programs of the agency. These activities may include providing technical assistance to employees of the agency or other agencies/industry in the community, planning, assisting in policy review and development, office automation or other administrative activities as assigned. The incumbent may be assigned special projects to complete within specified time frames. The incumbent may coordinate the activities of staff as appropriate.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Learns program requirements through review of statutes, regulations and program standards.

Interprets and applies laws, rules, regulations and policies applicable to the program activities assigned.

Assists in compiling statistical reports, prepares program plans, policy manuals and other informational materials for distribution to staff, patients, and the general public and to meet federal, state and agency reporting requirements.

Reviews documents for completeness and checks figures for accuracy. Make periodic reports to the Agency and state as to activities conducted.

Participates in on-site monitoring visits to service providers.

Performs research and drafts program informational materials.

Develops training programs and provides training and technical assistance as indicated to Agency staff, or other appropriate entities.

Studies needs for additional equipment, supplies and materials and makes recommendations for improvement based on resource availability.

Conducts surveillance and maintenance inspections of appropriate equipment for compliance and issues notifications of any violations or variances to standards.

Communicates orally and in writing with service providers and service recipients.

JOB TITLE: Program Specialist (Continued)

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SUPERVISION RECEIVED: Limited supervision; periods of relative autonomy with general supervisory review. Supervisor plays substantial role in setting goals, objectives and organizing work.

SUPERVISION EXERCISED: May provide immediate supervision over clerical and/or administrative staff.

JOB SPECIFICATIONS:

Knowledge and Abilities: Considerable knowledge of the practices and policies of the agency and the ability to interpret them concisely and accurately to the public and employees. Ability to carry out, with limited supervision, continuing assignments requiring the organization of material, the preparation of reports and decision-making. Ability to meet the public and discuss problems and complaints tactfully, courteously and effectively. Ability to write and speak effectively.

Minimum Education, Training and Experience Requirements: Graduate of an accredited college or university with Bachelors degree.

(Note: For promotional consideration an individual may be considered for this position if the individual has seven (7) years of an equivalent combination of education and experience which provides the required skills, knowledge, and abilities.)

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.