

Class Concept

Work in this class involves independent consultation, technical assistance, and program/project administration in a departmental or agency wide program of moderate complexity. Positions in this class may serve as lead consultant, program manager and/or project manager for the department based on their area of assignment. Work is distinguished from the Program Coordinator series by the complexity of the program and the consultative nature of the work. Work involves consulting with program stakeholders internal to and external to the agency, and considerable analysis and interpretation of data and trends in the program area of assignment.

Recruitment Standards

Knowledge, Skills, and Abilities

- Considerable knowledge of the principles and practices of public and business administration.
- Considerable knowledge of operations and standards in the program area of assignment.
- Basic knowledge of personnel policies and procedures.
- Skill in collecting and analyzing data and information.
- Skill in program analysis and evaluation.
- Skill in communicating effectively with program stakeholders.
- May require basic knowledge of accounting practices and procedures.
- Ability to initiate and install administrative programs and procedures and to evaluate their effectiveness.
- Ability to exercise judgment and discretion in establishing, applying, and interpreting policies and procedures.
- Ability to plan, assign, and supervise the work of subordinate employees (if applicable)
- Ability to establish and maintain effective working relationships with agency personnel, officials, and the general public.

Minimum Education and Experience

Bachelor's degree from an appropriately accredited institution and three (3) years progressively responsible experience related to the area of assignment; or an equivalent combination of training and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.